

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, October 26, 2022

Charwat Meeting Room – Adriance Memorial Library

93 Market Street, Poughkeepsie, NY

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

Trustees Reviewing Warrants: Ferrer and Hogg

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None.
 - IV. Minutes of Previous Meeting(s)
 - A. September 28, 2022 (*T. Lawrence; #102622 – 1*)
 - V. Financial Report(s)
 - A. September 2022 (*B. Lynch; #102622 – 2*)
 - B. Approval of Monthly Warrant (*B. Lynch; #102622 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #102622 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence; #102622 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Authorization to Sign MOU with CSEA (*M. Moore; #102622 – 5*)
 2. Modification of Policy: PPLD Policy #1109 – Library Card Terms and Conditions (*M. Fitzgibbons; #102622 – 6*)
 3. Approval to Write off Bad Debt (*P. Ryan; #102622 – 7*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, November 30, 2022; 7:00 p.m.

Charwat Meeting Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of September 28, 2022

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurte
- Patricia Ryan
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Bradley Diuguid, Development Officer
- Alison Francis, Youth Outreach Coordinator
- T.J. Lamanna, Head of Community Engagement
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Crystal Middleton, Head of Borrower & Tech Serv.
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)**FPPLD Representatives Present**

- Norma Vazquez, President

I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:03 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call. Trustee McPhee arrived at 7:10 p.m.
- **Additions/Changes to the Agenda:** None.
- **Move/Seconded:** Moore, Spuhler.
- **VOTE:** 9 – 0 – 0

II. Public Comment on Agenda Items: No comment.**III. Board Education:** None.**IV. Approval of Previous Record/Meeting(s)****A. August 31, 2022 (PPLD Document #092822 – 1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of August 31, 2022.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

V. Approval of Financial Actions**A. August 2022 Financial Activity Report (PPLD Document #092822 – 2)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of August 2022 Financial Activity as presented.
- **Moved/Seconded:** Fitzgibbons, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #092822 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 64084 to 64271 in Warrant 20220929 totaling \$359,828.71

And that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 64068 to 64103 in Warrant 20220914 totaling \$96,937.85

- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0
- **Next Month's Warrant Review:** Nichols and Ryan.

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #092822 – 3)

- Lawrence reported on: waiving fines; outstanding debt; Lt. Governor Delgado's visit to the SPD branch; plans to meet with the Library Action Committee; construction at the Family Partnership; efforts to reach the community around the SPD branch; recent adjustment of SPD branch hours; outreach efforts; scheduling challenges; Staff Development Day; COVID leave guidelines; Survey being prepared by the Planning Team; Union contract; Heritage Credit Union; Autumn at Adriance; International Dumpling Day; Poughkeepsie Book Festival.

B. President's Report: President Blazek has heard reports that volunteerism is down dramatically since 2016 and thanks the Board members for their willingness to volunteer their time to aid the Library District.

C. Board Committee Reports (PPLD Document #092822 – 3.3)

1. **Planning Committee:** Lawrence reported on committee discussions on the Planning Team's survey progress.
2. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on the By-Laws and the upcoming Policy review.

D. Friends of PPLD: President Vazquez reported on the success of the bookstore; the current Flash Sale; Cookbook & Relationship book sale set for next month; the upcoming Holiday sale; Adriance Honors; the auditor that the Friends hired.

VII. Board Action

A. Personnel Actions: (PPLD Document #092822 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Giustino Muscetta	Technology Instructor (FT)	Permanent Appointment	10/9/2022	N/A
William Kleppel	Librarian I (Hrly)	Permanent Probationary	10/10/2022	\$33,596/yr
Andrew Morgan	Librarian I (FT)	Permanent Probationary	10/10/2022	\$55,994/yr
Martha Farrell	Librarian II (Hrly)	Permanent	10/24/2022	\$40,805/yr

- **Moved/Seconded:** Hogg, Moore.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Authorization to Sign Letter: City of Poughkeepsie IDA (PPLD Document #092822 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorize Dianne Blazek, President of the Board of Trustees, to sign the letter described as PPLD Document #092822 – 5A and that is to be transmitted to the IDA upon signature.
- **Moved/Seconded:** Ryan, Nichols.
- **Discussion:** Lawrence explained the reason for the action.
- **VOTE:** 10 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

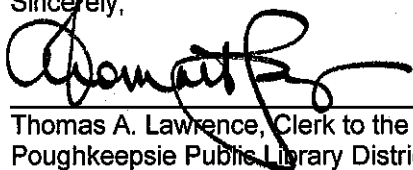
B. Public Comment: None.

Adjournment

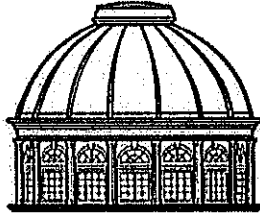
- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** McPhee, Moore.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 8:10 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, October 26, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of September 2022 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2022 Financial Activity.

Motion	Moved	_____
	Seconded	_____

Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

- A. 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year:** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of September 2022
Financial Activity – Narrative Report

General Fund (Fund A; \$3,432,448)

- Receipts for the month totaled \$20,516 which included \$3,620 in library charges, \$1,035 in interest and \$8,513 in grants.
- Disbursements for the month totaled \$1,049,603 which included \$690,306 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$466,702
 - McCalley Fund 52,000

Special Revenue Fund (Fund CM; \$870,804)

- Receipts for the month included \$269 in interest.
- Interest and market change in the Wojtecki account resulted in a net change of (\$5,847) in the account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$709,096
 - Occhialino Fund 28,500

Capital Fund (Fund H; \$35,253)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund): \$ 86
 - Cash from Obligations – BOND Proceeds: 492

Permanent Funds (Fund PN; \$470,404)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$ 2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$952,040)

- Receipts for the month included \$305 in interest.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of Monthly Budget Modifications and Transfers Requiring Board Approval
September 2022

Budget Transfer A-41

Revenue	Increase	Decrease
Total	\$ -	\$ -

re-allocation for serials and databases

Budget Transfer A-43

Revenue	Increase	Decrease
Total	\$ -	\$ -

re-allocation to supply lines

Budget Transfer A-43

Revenue	Increase	Decrease
Grants - IMLS	A99900 42760 A241 \$ 50,000.00	
Total	\$ 50,000.00	\$ -

recognition of approved IMLS grant

Expense	Increase	Decrease
Serials - Youth Services	A45000 54130 \$	268.00
PPLD Databases	A41000 54291 \$ 268.00	
Professional Fees- General	A00000 54370 \$	732.00
PPLD Databases	A41000 54291 \$ 732.00	
Serials - Digital	A44000 54130 A211 \$	500.00
Micrforms	A41000 54132 \$ 500.00	
Serial - Adult Services	A41000 54130 \$	10.00
Micrforms	A41000 54132 \$ 10.00	
Total	\$ 1,510.00	\$ 1,510.00

Expense	Increase	Decrease
FF&E - PLA Digital Literacy	A00000 52800 A240 \$	2,545.00
Borrower Services - Supplies	A43000 54300 \$ 2,545.00	
FF&E	A00000 52800 \$	1,455.00
Office & Library Supplies	A00000 54300 \$ 1,455.00	
Total	\$ 4,000.00	\$ 4,000.00

Expense	Increase	Decrease
Professional Fees - IMLS	A30000 54370 A241 \$ 50,000.00	
Total	\$ 50,000.00	\$ -

GENERAL FUND YEAR TO DATE (YTD)
EXPENSE REPORT SEPTEMBER 2022

FOR 2022 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,375,249	4,372,774	3,093,142.27	492,926.28	958,717.77	320,913.96	92.7%
22 EQUIP & CAPITAL OUTL	76,500	163,000	54,039.38	3,259.39	55,107.31	53,853.31	67.0%
30 MATERIALS	510,780	480,007	288,129.04	39,542.67	50,675.17	141,202.79	70.6%
32 INFORMATION SVC	67,959	74,192	59,785.87	27,281.55	1,651.50	12,754.63	82.8%
50 OPERATIONS	1,532,715	1,596,840	1,046,543.91	234,399.78	178,485.34	371,810.75	76.7%
51 AUTOMATION	136,208	136,904	112,745.05	54,813.74	13,623.00	10,535.95	92.3%
91 EMPLOYEE BENEFITS	1,839,020	1,849,750	1,833,002.11	197,379.98	204,943.24	-188,195.35	110.2%
92 DEBT SER	1,279,201	1,279,201	615,875.00	.00	.00	663,326.00	48.1%
GRAND TOTAL	9,817,632	9,952,668	7,103,262.63	1,049,603.39	1,463,203.33	1,386,202.04	86.1%

** END OF REPORT - Generated by Barbara Lynch **

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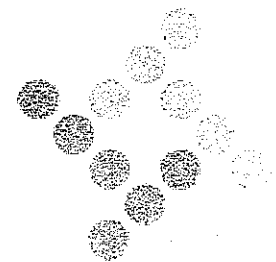
| Poughkeepsie Public Library District
| WARRANT SUMMARY

| P 5
| apwarrnt

WARRANT: 20220914 09/14/2022

DUE DATE: 09/14/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C	157.03 18,115.60
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9	800.00 400.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ	1,050.29 927.11
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	260.00 2,434.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob	415.00 3,331.32
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	236.93 54.46
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	82,414.64 -71,284.05
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr	165.66 -355.49
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance	913.03 1,072.42
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri	2,878.95 10,735.49
A A71000	Adriance A .7410.710.00.54320 .A235	Internet Serv-Hot Spot	932.40 10,331.28
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman	141.05 30.00
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa	1,185.44 722.00
A A74000	Sadie Peterson Del A .7410.740.00.54320 .	INTERNET SERVICES	68.93 6.02
A A74000	Sadie Peterson Del A .7410.740.00.54320 .A203	INTERNET SERVICES-GREE	1,660.28 .00
A A74000	Sadie Peterson Del A .7410.740.00.54530 .	RENTAL OF QUARTERS	3,658.22 112.96
FUND TOTAL		96,937.85	
=====			
WARRANT SUMMARY TOTAL		96,937.85	
=====			
GRAND TOTAL		96,937.85	
=====			



WARRANT: 20220929 09/29/2022

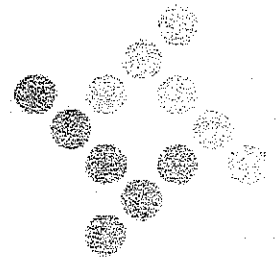
DUE DATE: 09/29/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
A	A	General Fund	3,631.43		
A	A00000	General Fund Expen A .7410.000.00.52800 .	2,672.45	16,184.32	
A	A00000	General Fund Expen A .7410.000.00.54300 .	226.80	1,336.73	
A	A00000	General Fund Expen A .7410.000.00.54300 .A226	253.04	423.54	
A	A00000	General Fund Expen A .7410.000.00.54340 .	71.13	4,348.06	
A	A00000	General Fund Expen A .7410.000.00.54355 .	590.00	11,839.50	
A	A00000	General Fund Expen A .7410.000.00.54370 .	60.00	889.00	
A	A00000	General Fund Expen A .7410.000.00.54692 .	2,421.53	1,396.61	
A	A00000	General Fund Expen A .7410.000.00.59045 .	645.64	.00	
A	A00000	General Fund Expen A .7410.000.00.59060 .	14,417.33	-71,284.05	
A	A00000	General Fund Expen A .7410.000.00.59061 .	4,218.40	2,336.20	
A	A10000	Administration A .7410.100.00.54292 .	1,500.00	.00	
A	A10000	Administration A .7410.100.00.54292 .A124	1,214.25	370.54	
A	A10000	Administration A .7410.100.00.54370 .	3,837.91	6,000.00	
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .	240.38	5,685.21	
A	A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	4,938.95	.00	
A	A11100	CLDA Reimbursable A .7410.111.00.54291 .	21,081.00	10,506.00	
A	A11100	CLDA Reimbursable A .7410.111.00.54360 .	54,813.74	.52	
A	A11100	CLDA Reimbursable A .7410.111.00.54370 .	6,087.00	.00	
A	A11100	CLDA Reimbursable A .7410.111.00.54694 .	89,326.00	.00	
A	A20000	Building Services A .7410.200.00.54300 .	1,029.18	1,074.76	
A	A20000	Building Services A .7410.200.00.54370 .	583.10	850.76	
A	A20000	Building Services A .7410.200.00.54523 .	2,890.00	356.50	
A	A20000	Building Services A .7410.200.00.54691 .	21,213.19	3,423.11	
A	A20000	Building Services A .7410.200.00.54693 .	593.79	.00	
A	A20300	Greene Services A .7410.203.02.54100 .	10,841.61	53,694.89	
A	A20300	Greene Services A .7410.203.02.54100 .A211	7,706.29	-36.88	
A	A20300	Greene Services A .7410.203.02.54292 .A211	225.22	-323.74	
A	A30000	Advancement Servic A .7410.300.00.54292 .A101	8,062.00	45,525.20	
A	A30000	Advancement Servic A .7410.300.00.54292 .A219	38.46	.00	
A	A30000	Advancement Servic A .7410.300.00.54340 .	12,037.17	336.24	
A	A30000	Advancement Servic A .7410.300.00.54370 .	1,729.00	1,984.62	
A	A30000	Advancement Servic A .7410.300.00.54370 .A241	18,160.22	31,839.78	
A	A41000	Adult Services A .7410.410.00.54132 .	5,008.50	1.50	
A	A41000	Adult Services A .7410.410.00.54291 .	3,540.83	59.35	
A	A41000	Adult Services A .7410.410.00.54292 .	2,493.11	2,831.60	
A	A41000	Adult Services A .7410.410.00.54292 .A214	154.32	1,218.60	
A	A43000	Borrower Services A .7410.430.00.54300 .	3,502.29	500.79	
A	A44000	Collection Service A .7410.440.00.54100 .	51.00	-4.42	
A	A44000	Collection Service A .7410.440.00.54110 .	1,593.13	14,972.59	
A	A44000	Collection Service A .7410.440.00.54110 .A211	3,888.49	5,549.96	
A	A44000	Collection Service A .7410.440.00.54120 .	3,134.30	24,129.61	
A	A44000	Collection Service A .7410.440.00.54370 .	361.15	300.95	
A	A45000	Youth Services A .7410.450.00.54291 .	2,659.72	2,189.28	
A	A45000	Youth Services A .7410.450.00.54292 .	1,923.11	3,736.72	
A	A45000	Youth Services A .7410.450.00.54292 .A233	495.73	126.24	
A	A45000	Youth Services A .7410.450.00.54292 .A234	31.96	15.25	
A	A46000	YA Services A .7410.460.00.54292 .	100.00	559.77	
A	A50000	Business Office A .7410.500.00.54370 .	19,560.62	3,773.66	
		Benefits Exchange	3,631.43		
		Furniture, Fixtures & E	2,672.45		
		Office & Library Suppl	226.80		
		Supplies-COVID	253.04		
		PR & PRINTING - GENERA	71.13		
		Tuition Reimbursement	590.00		
		Professional Fees - Ge	60.00		
		Other Oper-Water	2,421.53		
		Life Insurance	645.64		
		Medical Insurance	14,417.33		
		Medicare B Reimb	4,218.40		
		Admin Program Expenses	1,500.00		
		Programming Staff Deve	1,214.25		
		Professional Fees - Ad	3,837.91		
		BOOKS (CBA)	240.38		
		CBA Books - Digital	4,938.95		
		CLDA Databases	21,081.00		
		Sierra/Encore Services	54,813.74		
		ILL Charges	6,087.00		
		CLDA Delivery Charges	89,326.00		
		Custodial Supplies	1,029.18		
		Professional Fees- Bld	583.10		
		Landscaping/Grounds Ma	2,890.00		
		HVAC-MECH/ELEC/PLUMBIN	21,213.19		
		Other Oper-Trash	593.79		
		BOOKS	10,841.61		
		Books-Digital	7,706.29		
		PROGRAMMING-Digital	225.22		
		Big Read Programming	8,062.00		
		Movies Under Walkway P	38.46		
		PR & Printing- Rotunda	12,037.17		
		Professional Fees	1,729.00		
		Professional Fees-IMLS	18,160.22		
		Micrforms	5,008.50		
		PPLD Databases	3,540.83		
		Programming Adult Svc	2,493.11		
		PROGRAMMING -Spanish	154.32		
		Borrower Ser Supplies	3,502.29		
		Collection Serv Books	51.00		
		Collection Serv Video	1,593.13		
		VIDEO & FILMS - DIGITA	3,888.49		
		Music & Audio	3,134.30		
		Collections Agency Fee	361.15		
		DATA BASES	2,659.72		
		Programming Youth	1,923.11		
		Programming - Youth (O	495.73		
		Summer Saturdays Prgrm	31.96		
		Programming YA	100.00		
		Professional Fees - Bu	19,560.62		

WARRANT: 20220929 09/29/2022

DUE DATE: 09/29/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A60000	Information Tech A .7410.600.00.52800 .	Equipment IT	586.94 6,564.82
A A60000	Information Tech A .7410.600.00.54300 .	Information Tech Suppl	17.94 1,382.06
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	190.91 928.63
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	395.40 2,103.42
A A71000	Adriance A .7410.710.00.54330 .	Postage AML	154.50 1,497.00
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	7,385.61 11,846.24
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	1,744.62 -962.97
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	3,498.32 2,576.97
FUND TOTAL			359,828.71
=====			
WARRANT SUMMARY TOTAL			359,828.71
=====			
GRAND TOTAL			359,828.71
=====			



GENERAL FUND YEAR TO DATE (YTD)
REVENUE REPORT SEPTEMBER 2022

FOR 2022 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,989,144	6,989,144	6,989,144.00	.00	.00	100.0%
41003 REAL PROPERTY TAX DEBT SERVIC	1,279,201	1,279,201	1,279,201.00	.00	.00	100.0%
42082 LIBRARY CHARGES	40,000	17,500	25,186.29	3,620.12	-7,686.29	143.9%
42401 INTEREST EARNINGS	25,000	25,000	9,225.08	1,035.22	15,774.92	36.9%
42680 INSURANCE RECOVERIES	0	0	102.00	.00	-102.00	100.0%
42705 DONATIONS	54,833	59,833	2,958.74	510.00	56,874.26	4.9%
42752 ANNUAL APPEAL	35,000	35,000	29,022.18	5.74	5,977.82	82.9%
42753 DONATIONS IN KIND	81,983	81,983	61,487.19	6,831.91	20,495.81	75.0%
42760 GRANTS	83,000	210,025	8,615.04	8,513.45	201,409.96	4.1%
42771 PAYMENT IN LIEU OF TAXES	173,000	173,000	166,396.64	.00	6,603.36	96.2%
42777 E RATE INCOME	45,000	45,000	14,791.79	.00	30,208.21	32.9%
42800 MISCELLANEOUS INCOME	15,000	15,000	16,290.74	.00	-1,290.74	108.6%
43840 CENTRAL LIBRARY DEVELOPMENT	191,888	191,888	265,613.00	.00	-73,725.00	138.4%
43841 CENTRAL BOOK AID	65,891	0	.00	.00	.00	.0%
43842 LOCAL LIBRARY INCENTIVE	23,906	23,906	22,443.83	.00	1,462.17	93.9%
45031 TRANSFERS IN	714,786	714,786	463,429.12	.00	251,356.88	64.8%
GRAND TOTAL	9,817,632	9,861,266	9,353,906.64	20,516.44	507,359.36	94.9%

** END OF REPORT - Generated by Barbara Lynch **

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 9

FUND: A GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	General Fund Operating	-364.46	2,060.05
A	12020	General Fund Payroll	-178,490.64	2,638.48
A	12023	General Fund Money Market	-775,603.06	1,639,152.64
A	12040	Credit Card Transactions	206.40	1,625.78
A	12051	Flex 125 Money Market	660.52	7,335.81
A	12100	Petty Cash	.00	7,451.82
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	115.06	466,702.36
A	13501	Grants Receivable	.00	51,425.78
A	13910	Due From Other Funds	.00	1,253,553.72
TOTAL ASSETS			-953,476.18	3,432,448.44
LIABILITIES				
A	26000	Accounts Payable	.00	-976.80
A	26020	Flex125 Exchange	-659.93	-6,941.26
A	26021	Benefits Exchange	-1,380.61	3,589.93
A	26030	General Fund Exchange	-35.00	-1,682.21
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	3,750.00	3,750.40
A	26370	State Retirement Accrual	-77,285.23	-507,662.16
TOTAL LIABILITIES			-75,610.77	-509,834.10
FUND BALANCE				
A	35100	Budgeted Revenues	-38,391.00	9,861,266.00
A	35210	Encumbrances (+ PYCF)	-610,897.72	1,463,203.23
A	35220	Expenditures (+ PYCF)	1,049,603.39	7,405,838.40
A	38210	Encumbrance Reserve (+ PYCF)	610,897.72	-1,463,203.23
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	91,402.00	725,596.74
A	39110	Fund Balance Start of Year	.00	-704,955.10
A	39600	Appropriations (+ PYCF)	-53,011.00	-10,243,856.42
A	39800	Revenues Received	-20,516.44	-9,353,906.64
A	39915	Assign for future prgrms	.00	-565,597.32
TOTAL FUND BALANCE			1,029,086.95	-2,922,614.34
TOTAL LIABILITIES + FUND BALANCE			953,476.18	-3,432,448.44

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 9

FUND: CM MISC SPEC REVENUE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	268.61	817,158.67
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-5,847.06	53,369.91
TOTAL ASSETS			-5,578.45	870,803.66
LIABILITIES				
CM	26300	Due To Other Funds	.00	-667,150.83
TOTAL LIABILITIES			.00	-667,150.83
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	463,429.12
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-235,337.65
CM	39800	Revenues	5,578.45	-431,744.30
TOTAL FUND BALANCE			5,578.45	-203,652.83
TOTAL LIABILITIES + FUND BALANCE			5,578.45	-870,803.66

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 9

FUND: H CAPITAL PROJECT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	3,750.00	38.83
H	12044	Designated Gifts & Grants	.00	85.83
H	12200	Cash From Obligations	.02	492.40
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	-3,750.00	34,635.79
TOTAL ASSETS			.02	35,253.15
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
TOTAL LIABILITIES			.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	35210	Encumbrances	.00	750.00
H	35220	Expenditures	.00	3,750.00
H	38210	Reserve For Encumbrances	.00	-750.00
H	39110	Fund Balance Unreserved	.00	19,095.64
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-.02	-.18
TOTAL FUND BALANCE			-.02	22,845.46
TOTAL LIABILITIES + FUND BALANCE			-.02	-35,253.15

Poughkeepsie Public Library District



BALANCE SHEET FOR 2022 9

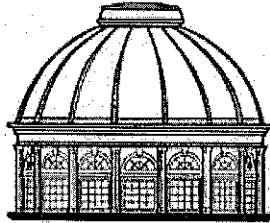
FUND: PN PERMANENT FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-5,847.06	358,573.41
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	10,043.00
TOTAL ASSETS			-5,847.06	470,404.13
LIABILITIES				
PN	26300	Due to other funds	5,847.06	8,413.72
TOTAL LIABILITIES			5,847.06	8,413.72
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			5,847.06	-470,404.13

Poughkeepsie Public Library District



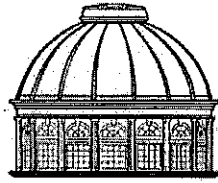
BALANCE SHEET FOR 2022 9

FUND: V DEBT SERVICE FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	304.81	927,291.08
V	13910	DUE FROM OTHER FUNDS	.00	24,749.05
		TOTAL ASSETS	304.81	952,040.13
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	.00	-663,266.00
		TOTAL LIABILITIES	.00	-663,266.00
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-267,519.26
V	39800	Revenues	-304.81	-1,973.87
		TOTAL FUND BALANCE	-304.81	-288,774.13
		TOTAL LIABILITIES + FUND BALANCE	-304.81	-952,040.13



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – OCTOBER 2022

Significant Challenges or Accomplishments

- The Union has ratified the proposed contract. The next step in the process is for the Board of Trustees to do the same. As the previous contract has expired on December 31, 2020, this contract will run through December 31, 2023 so negotiations will need to start, again, in the second half of 2023 for the agreement that will run from January 1, 2024 through December 31, 2026.
- The Union has also settled the long-languishing grievances that has been filed in late 2019. The process of resolution took a considerable amount of time due partly to issues related to the pandemic and due to the nature of the grievances and how to calculate the settlement payments. The signed Stipulation of Agreement, which the Board authorized in August, is attached.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for September 2022 activity.

Outreach and Professional Development

- See attached manager reports for September 2022 activity.

Collection Development

- Nothing specific to report.

Buildings

- Boardman Road
 - Nothing significant to note.
- Adriance
 - Nothing significant to note.

Staffing

- See Personnel Actions, if applicable.

Stipulation of Agreement

WHEREAS, the Civil Service Employees Association Inc., Local 1000 AFSCME AFL-CIO Poughkeepsie Public Library District Unit, Dutchess County Local #814 Unit 6675 filed multiple grievances regarding longevity for unit members who had received longevity added to base salary and then were subsequently promoted; and

WHEREAS, Arbitrator Ira Lobel issued a decision in the Union's favor, and directed the Library and the Union to determine the appropriate starting salary for the unit members when they were promoted, without taking into account the longevity they had earned at that time; and

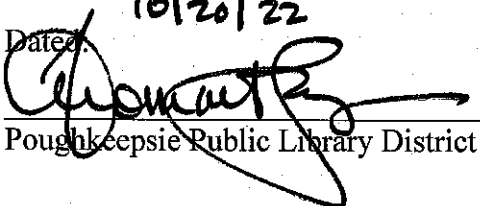
WHEREAS, the Library and the Union have met and stipulated to the amounts owed to the grievants in Arbitrator Lobel's decision, along with two other unit members who filed grievances which were held in abeyance during the pendency of the original arbitration.

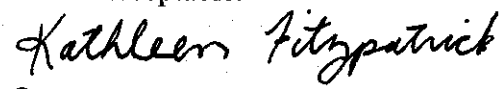
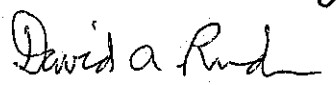
It is hereby agreed by and between the Poughkeepsie Public Library District (and the Civil Service Employees Association Inc., Local 1000 AFSCME AFL-CIO Poughkeepsie Public Library District Unit, Dutchess County Local #814 Unit 6675 as follows:

1. The parties agree that the chart below outlines the monies owed to the grievants through December 31, 2021:

Myers	\$4,909
Senecal	\$3,425
Merry	\$2,520
Shon	\$1,252
Jaafar	\$1,964
Overbey	\$5,644

2. The parties agree that this Stipulation reflects all monies owed through December 31 2021, to any unit member who had longevities added to base salary (longevities earned prior to January 1, 2018) and who were subsequently promoted. The Union agrees that any additional claims for monies owed to such unit members that is not covered by this Agreement are hereby waived. Retroactive monies owed in the chart above shall be issued to the unit members within 30 days of the date of this Agreement.
3. The grievants' salaries shall be adjusted effective January 1, 2022. The parties agree that any retroactive monies owed for the 2022 fiscal year shall be paid together with the retroactive monies owed to such unit members under the recent settlement for a new collective bargaining agreement covering the period of January 1, 2021 through December 31, 2023.
4. The parties agree that electronic signatures shall be acceptable.

Date: 10/20/22

Poughkeepsie Public Library District

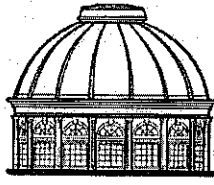


CSEA

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2022 to 2021 to 2020

	Current Year: 2022				Previous Year: 2021				Compare '22 to '21		Previous Year: 2020				Compare '22 to '20	
	Sep	% of Total	YTD	% of Total	Sep	% of Total	YTD	% of Total	Change	% Change	Sep	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,906	27.66%	51,695	26.80%	5,450	27.38%	50,970	25.77%	725	1.42%	5,451	27.38%	38,355	19.39%	13,340	34.78%
Adult Non-Fiction	3,622	16.96%	33,130	17.18%	3,404	17.10%	32,602	16.48%	528	1.62%	3,736	18.77%	27,246	13.77%	5,884	21.60%
Fiction - Juvenile	5,545	25.97%	48,242	25.01%	4,692	23.57%	46,143	23.33%	2,099	4.55%	5,336	26.81%	35,062	17.72%	13,180	37.59%
Non-Fiction - Juvenile	1,149	5.38%	11,438	5.93%	1,136	5.71%	12,663	6.40%	-1,225	-9.67%	1,592	8.00%	9,880	4.99%	1,558	15.77%
Periodicals	168	0.79%	1,548	0.80%	228	1.15%	1,946	0.98%	-398	-20.45%	208	1.04%	1,517	0.77%	31	2.04%
Periodicals - Juvenile	30	0.14%	274	0.14%	18	0.09%	249	0.13%	25	10.04%	19	0.10%	192	0.10%	82	42.71%
Print Subtotal	16,420	76.91%	146,327	75.86%	14,928	74.99%	144,573	73.09%	1,754	1.21%	16,342	82.10%	112,252	56.75%	34,075	30.36%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	1	0.00%	46	0.02%	26	0.13%	96	0.05%	-50	-52.08%	5	0.03%	43	0.02%	3	6.98%
Soundrecordings	674	3.16%	5,809	3.01%	609	3.06%	6,400	3.24%	-591	-9.23%	689	3.46%	6,279	3.17%	-470	-7.49%
Videorecordings	3,562	16.68%	34,142	17.70%	3,499	17.58%	38,089	19.26%	-3,947	-10.36%	4,413	22.17%	37,944	19.18%	-3,802	-10.02%
Media	0	0.00%	3	0.00%	1	0.01%	16	0.01%	-13	-81.25%	0	0.00%	6	0.00%	-3	-50.00%
Software	14	0.07%	60	0.03%	4	0.02%	90	0.05%	-30	-33.33%	6	0.03%	64	0.03%	-4	-6.25%
Equipment/Realia	22	0.10%	212	0.11%	21	0.11%	91	0.05%	-121	-132.97%	5	0.03%	170	0.09%	-42	24.71%
Suppressed Items	34	0.16%	209	0.11%	18	0.09%	367	0.19%	-158	-43.05%	94	0.47%	256	0.13%	-47	-18.36%
Videorecordings - Juvenile	417	1.95%	3,791	1.97%	380	1.91%	3,495	1.77%	296	8.47%	611	3.07%	5,432	2.75%	-1,641	-30.21%
Audiorecordings - Juvenile	56	0.26%	715	0.37%	74	0.37%	563	0.28%	152	27.00%	61	0.31%	722	0.36%	-7	-0.97%
Media - Juvenile	142	0.67%	1,110	0.58%	114	0.57%	841	0.43%	269	31.99%	91	0.46%	720	0.36%	390	54.17%
Software - Juvenile	9	0.04%	71	0.04%	3	0.02%	106	0.05%	35	33.02%	13	0.07%	112	0.06%	-41	-36.61%
Non-Print Subtotal	4,931	23.09%	46,168	23.93%	4,749	23.86%	50,154	25.35%	-3,986	-7.95%	5,988	30.08%	51,748	26.16%	-5,580	-10.78%
Online Renewals	0	0.00%	400	0.21%	229	1.15%	3,086	1.56%	-2,686	-87.04%	361	1.81%	2,137	1.08%	-1,737	-98.69%
Total	21,351		192,895		19,906		197,813		-4,918	-2.49%	22,691		166,137		26,758	16.11%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2022

COLLECTION/USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Physical Items	19,629	18,947	21,773	21,284	19,412	20,662	23,972	25,397	21,261	0	0	0	192,337	
Physical Items - Online Renewals	235	159	6	counted in above numbers										400
Digital Content	9,601	7,328	7,762	7,603	8,491	8,647	8,638	8,885	7,813	0	0	0	74,768	
PopUpLibrary	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	29,465	26,434	29,541	28,887	27,903	29,309	32,610	34,282	29,074	0	0	0	267,505	
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	4,463	3,939	4,056	3,363	3,007	3,158	3,196	3,573	3,635	0	0	0	32,390	
Boardman Road	2,164	1,811	2,013	1,926	1,863	1,822	2,000	2,157	1,743	0	0	0	17,499	
Sadie Peterson Delaney	NA	NA	NA	37	68	62	65	60	54	0	0	0	346	
Total	6,627	5,750	6,069	5,326	4,938	5,042	5,261	5,790	5,432	0	0	0	50,235	
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	787	838	1,076	912	654	808	694	1,137	763	0	0	0	7,669	
Boardman Road	121	160	200	133	122	177	133	264	122	0	0	0	1,432	
Sadie Peterson Delaney	NA	NA	NA	2	0	0	0	14	24	0	0	0	40	
Spanish Language Assistance	22	25	65	NA	36	36	NA	NA	NA	0	0	0	184	
Total	930	1,023	1,341	1,047	812	1,021	827	1,415	909	0	0	0	9,325	
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Database Usage	9,761	10,624	10,076	9,682	10,085	7,384	7,336	5,910	4,650	0	0	0	75,508	
Calendar Hits - EventKeeper	2,279	2,554	4,370	3,419	3,734	5,285	6,206	7,621	4,252	0	0	0	39,720	
Calendar Hits - Recite Me	341	440	444	477	306	600	265	242	262	0	0	0	3,377	
Website Hits	27,091	25,911	36,158	28,992	25,619	30,489	30,501	31,022	1,221	0	0	0	237,004	
Total	39,472	39,529	51,048	42,570	39,744	43,758	44,308	44,795	10,385	0	0	0	355,609	
PUBLIC COMPUTER AND WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	4,479	NA	5,221	5,304	5,171	5,584	6,145	6,553	5,833	0	0	0	44,290	
Boardman Road	1,392	NA	1,713	1,661	1,754	1,777	1,698	1,891	1,872	0	0	0	13,758	
Total	5,871	0	6,934	6,965	6,925	7,361	7,843	8,444	7,705	0	0	0	58,048	
PUBLIC FAX USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	29	19	29	19	43	43	32	23	19	0	0	0	256	
Boardman Road	6	7	4	8	8	0	0	3	5	0	0	0	41	
Total	35	26	33	27	51	43	32	26	24	0	0	0	297	
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	61	57	79	64	55	61	85	84	67	0	0	0	613	
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Library District	197	186	192	226	220	175	231	242	226				1,895	
Community Engagement	0	0	0	0	0	2	0	2	3				7	
Non-Library District	0	19	21	16	14	12	6	9	8				105	
Exams Proctored	14	16	24	18	12	15	8	17	13				137	
MAP Passes	9	9	17	20	49	106	88	106	59				463	
Rover Bookmobile Stops	3	3	5	4	5	5	7	12	9				53	
Total	223	233	259	284	300	315	340	388	318	0	0	0	2,660	
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Library District	1,728	1,786	2,029	2,908	1,900	3,039	3,975	2,976	2,718				23,059	
Community Engagement	0	0	0	0	0	144	0	2,720	38				2,902	
Non-Library District	0	308	348	315	163	153	78	140	113				1,618	
Drop-in Room Use (Adriance)	79	96	87	69	107	97	102	71	87				795	
Rover Bookmobile	30	30	30	466	241	632	303	765	267				2,764	
Total	1,837	2,220	2,494	3,758	2,411	4,065	4,458	6,672	3,223	0	0	0	31,138	
GENERAL ATTENDANCE (2022)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	10,348	10,419	12,114	11,852	11,698	11,323	13,168	13,518	11,894	0	0	0	106,334	
Boardman Road	8,838	12,206	6,811	6,365	6,505	8,164	7,970	9,132	7,033	0	0	0	73,023	
Sadie Peterson Delaney	0	0	0	251	150	203	141	260	111	0	0	0	1,116	
Total - 2022	19,186	22,625	18,925	18,468	18,353	19,690	21,279	22,910	19,038	0	0	0	180,473	
GENERAL ATTENDANCE (2021)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	
Adriance	9,193	8,438	11,221	9,636	8,820	9,446	10,665	9,544	6,416	11,412	7,665	9,214	111,670	
Boardman Road	10,710	9,159	12,848	10,723	10,220	10,855	13,615	12,270	11,211	12,572	8,549	9,598	132,330	
Total - 2021	19,903	17,597	24,069	20,359	19,040	20,301	24,280	21,814	17,627	23,984	16,214	18,812	244,000	



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title:

Janet Bogenschultz, Assistant to the Library Director

Department: Administrative Office

Report Focus Area of Activity: PPLD's MAP (Museums, Attractions & Parks) Pass Program

Time Period of Report:

July – September, 2022 - 3rd Quarter

MAP Pass Use Reservations & Destinations:

-July: 89 passes to 21 destinations

-Aug.: 110 passes to 28 destinations

-Sept.: 61 passes to 21 destinations

Total: 260 passes in the 3rd Quarter. The 2nd Quarter had 152 passes.

- **Most Popular Passes & Combined Totals for 3rd Quarter:** FDR 42 family passes, Empire Pass 40 vehicle passes, Mohonk Preserve 28 individual passes, Storm King 21 vehicle passes, Trevor Zoo 20 family passes, Old Rhinebeck 14 family passes, Locust Grove 12 mansion tour passes, and Berkshire Botanical Gardens 10 (for four adult) passes, and Opus 40 had 7 family passes.
- These nine destinations equal to 194 of the 260 passes used, with 19 other destinations for the 66 remaining pass reservations.
- **Comparison to Previous 2nd Quarter:** After Memorial Day, MAP Pass reservations always increase for the summer. June had 79 pass reservations to 18 destinations. May had 53 pass reservations to 18 destinations, which is more than double April's 20 reservations to double April's 9 visited destinations.
- **Comparison to 3rd Quarter Last Year 2021:** 221 pass use reservations last year compared to 260 pass use reservations this year,

MAP Pass Promotion and Marketing: This year PPLD website highlighted Storm King Art Center, Stepping Stones Museum for Children, Motorcyclepedia, and the Old Rhinebeck Aerodrome Museum on the MAP Pass button home page, and the selected weekly emails to library patrons promoted selected popular MAP Passes this summer. The summer issue of The Rotunda with an article that highlighted 11 MAP Pass destinations and seasonal openings, titled "Go Places! Free Passes to Explore & Discover" on page on page 5.

Since Highlighting MAP Pass Destinations in the Spring & Summer Rotunda Issues: Visits to those destinations are up in the 3rd Quarter months of July, August and September. Due to limited space for articles, and the need to promote other library resources and programs, the article highlighting Fall MAP Pass destinations for the Fall Rotunda needed to be cut.

Renewal of MAP Pass Library Memberships:

July had eleven (11) MAP Pass destinations renewed. August had one (1) MAP Pass destinations renewed.

- Albany Institute of History & Art membership was renewed, for 2 adults and 2 children.
- Aldrich Museum of Contemporary Art, in Ridgefield CT was renewed, and includes 2 passes for a family
- Basketball Hall of Fame was renewed again this year at 4 people free, any age, with a value of \$112 per use.
- Berkshire Museum in Pittsfield, MA was renewed, and changed to a 50% off admission for 2 adults, 2 children.
- Eric Carle Museum of Picture Book Art in Amherst, MA was renewed for 2 adults, and 4 children.
- FASNY Fire Fighting Museum in Hudson, NY was renewed for 2 adults and 2 children.
- Mass MoCA, the Massachusetts Museum of Contemporary Art, in North Adams, MA was renewed for a family.
- Norman Rockwell Museum | Home for American Illustration was renewed in Stockbridge, MA for two adults discounted to \$10 each, and children 18 and under free.
- Olana State Historic Site was renewed for two people, 13 and up, and children 12 and under free.

- Old Rhinebeck Aerodrome Museum in Red Hook, NY was renewed for two family passes due to the popularity of the summer airshow weekends, so that two families may attend on any day of the week, May – October.
- Thomas Cole National Historic Site in Catskill, NY was renewed for family pass.
- White Memorial Conservation Center & Nature Museum in Litchfield, CT for a family.
- After correspondence or phone calls with museum membership staff to request invoices or renewal forms, and invoices/forms with checks mailed, receipts and letters on library pass changes and use were received.
- Following end of month payment, new expiration dates are entered in TixKeeper, checking on opening days and hours, and updating pass descriptions for TixKeeper and the PPLD MAP Pass webpage.

MAP Pass Descriptions & Tixkeeper Pass Reservation System Updates: Updated TixKeeper's tentative dates that were checked at renewal and seasonal opening calendar's after dates were posted. Revised MAP Pass descriptions and TixKeeper descriptions when renewed, updated hours, and revised registration ticketing at the destinations.

- Passes are marked, checked and modified during the year in TixKeeper, dates open or closed, and hours.
- Revise destination descriptions for both the MAP Pass webpage and TixKeeper's descriptions as needed.
- Revisions to MAP Pass web descriptions for Berkshire Museum, Hildene, Storm King, Boscobel, Thomas Cole National Historic Site, MASS MoCA, Hudson Highlands Nature Museum, & Stickley Museum at Craftsman Farms.
- Ongoing updates include revised changes to Ticketing at venue, timed entry updates, new Tours or Hours, new Exhibitions or Indoor access, and changes to pass coverage, and changes in Covid policies for visitors.
- Emailed museum newsletters, emailed notices, checking websites, and communicating with staff, are all means for keeping abreast of the changes for library patrons' use of MAP Passes.

Intended Outcomes of Focus Activity:

1. To promote the MAP Pass Program's destinations, and track use of the various destination MAP Passes.
2. To update current information related to reopening of venues, changes in visiting the venue (such as rules or changes in policies, revised amenities), and timed-entry ticket reservations on destination website.
3. To update TixKeeper with descriptive information and pass availability on specific dates for reopening and closing date changes in current year, and unavailability due to exhibitions changing.
4. To complete or revise the new calendar year dates in TixKeeper for reservation availability in upcoming year. Two years were created each destination. Dates are checked for changes at annual renewals and during year.
5. To renew existing library-museum memberships, which may be annual or calendar year, and update TixKeeper settings for Print or Digital passes, and replace old Pick Up/Return passes with new physical passes.

Manager Observation of Activity and Outcomes:

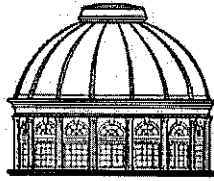
July had 89 uses, August had 110 uses, and Sept. had 61 uses for a total of 260 uses in the 3rd Quarter.

- **MAP Passes Print vs. Pick Up Return usage:** There were 183 Print on Demand pass uses and 77 Pick Up Return pass uses, such as Mohonk Preserve (4 per library) and Empire Passes (2 per library), both which are popular.
- **MAP Passes & Venues: Outdoor & Indoor & Both:** There are destinations that are outdoors, indoors and both. The most popular indoor pass was the FDR Museum & Library at 42 uses. Other indoor venues visited are the Berkshire Museum, Motorcyclepedia, Basketball Hall of Fame & FASNY. The most popular outdoor passes were Empire Pass 40 uses, Mohonk Preserve 28 uses, Storm King Art Center 21 uses, Trevor Zoo 20 uses, and Berkshire Botanical Gardens 10 uses. Numerous venues are both indoor and outdoor, such as Locust Grove 12 uses, Old Rhinebeck 14 uses, Bethel Wood 4 uses, USS Slater 3 uses, Wild Center 3 uses, Boscobel 4 uses, Chesterwood 3 uses, Olana 5 uses, and Thomas Cole 4 uses.
- **MAP Passes & Travel Distances to Visit Destinations July - Sept:** Library patrons continued to use MAP Passes to travel for destinations farther away for a day trip or family outing.

Impact of Activity:

1. The MAP pass webpage destinations and TixKeeper were updated with changes and reopening information.
2. Keeping the MAP Pass information current, and promoting availability of the passes to increases pass usage.
3. The summer Rotunda article, "Go Places! Free Passes to Explore & Discover," out in June, encouraged families to use PPLD's 40 MAP Passes and resulted in an increased use of passes July – Sept, over the previous year.
4. Other impacts include ease of use for library patrons in setting up MAP Pass destination visits by providing correct information on availability, and visiting information. The MAP Pass webpage and TixKeeper have enhanced descriptions, to promote visiting, special exhibitions, virtual tours, accessibility, maps and trails.

Other Departmental Activity to Note: Review and research of variety destinations to add new Pass venues this year.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bradley Diuguid, Development Officer

Time Period of Report: Sept/Oct 2022

Department: Advancement

Report Focus Area of Activity: Big Read

The 2022 Big Read is currently underway, with public programs running at PPLD as well as partner libraries and organizations across Dutchess County. This year's featured author is Kelly Link (speaking at Boardman Road Branch Library on Nov. 12), whose short story collection *Pretty Monsters* serves as this year's flagship title for adults and high school students, with related short story collections *The Hero Next Door* delivered to area middle schools and *Straw Into Gold: Fairy Tales Re-spun* for elementary readers.

At its core, the Big Read is an annual series of programs that enhances the community's reading of great books. Though we have not relied on federal grant funding from the NEA in the last two years, we operate on a model similar to their initiative: cooperating with many community partners to spread the impact of each book. Coordinating the Big Read is no small task and I recognize the need to engage more staff in the process.

Being an expansive, mission-critical initiative that PPLD has run annually since 2007, with major turnover and reorganization in the Advancement department that runs it over the last year, now is the time to step back and assess its purpose and operation. The impulse to grow the Big Read over time has arguably led to "mission creep" – the compulsion to add more and more events, rather than focus on what works well for core audiences (in and out of schools) and serves the core mission: enhancing the impact of the book.

Intended Outcomes of Focus Activity:

My line of inquiry for next year's Big Read planning includes:

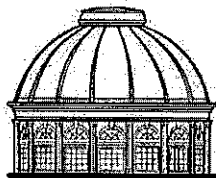
1. Determining key metrics (books distributed, reader response, event attendance, etc.) for program success;
2. Analyzing types of programs over the last 5 years in light of key metrics;
3. Engaging more PPLD staff and school partners in planning meetings to engage their expertise and decentralize planning responsibility;
4. Consider concepts that are manageable for the producing staff and budget, ex. recognizable authors.

Manager Observation of Activity and Outcomes:

I've discussed this new direction with the current Big Read partner committee, mostly individuals from outside organizations who are passionate about the initiative and seem on board with looking with fresh eyes.

Impact of Activity:

More reflection will follow the conclusion of this year's Big Read and the early visioning stages for 2023 this Nov-Jan.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Time Period of Report: For the month of September

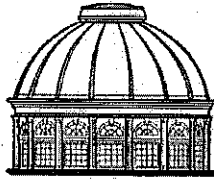
Department: Youth Services

September was busy with open houses, the first in a series of the grant funded early literacy parent workshops, and many requests and plans for class visits and school community events for the Hispanic community for the month of October. All of these visits require much coordination in assigning staff, ordering materials, and choosing written materials to have printed by the PIO department for each event.

Below is a list of this month's youth outreach activity.

- September 10th, noon to 3:00pm, Back to School bash at PCSD - (Sandra, Anne, Alison)
- September 13th, 5 - 7pm, Open House at Arthur S May school - (Kate & Cathy)
- September 14th, 5 - 7pm, Open House at Arthurs S May school (Kayleigh & Laura)
- September 14th, 6 - 7pm, Early literacy workshop for parents. This workshop introduces parents and caregivers of preschoolers to the 5 early literacy skills, and gives time to practice activities they can do at home with their child to prepare them for kindergarten. (grant funded) (Alison)
- September 26th, 10am - noon. Astor Head Start - Rover visit and library card sign ups (Liz, Alison, Kayleigh)
- Planning for Latino Community event on October 6th at Changepoint Church (Elva, Sandra, Alison)
- Planning class visits at SPD for Warring school classes
- Reached out to Little Water Prep & Poughkeepsie Child Development Center regarding a Rover visit, cards
- Emailed Jaime Hyla at Community Development Foundation for Rover visit and tablets
- September 28th, 5 - 7pm, Clinton School Open House, (Alison)
- Planned outreach story time for first grade class in October for first grade class Warring School (Cathy)

Looking ahead: October brings several class visits at SPD, a Rover visit to the Poughkeepsie Day School, two events reaching out to the Hispanic community and other incoming requests.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Crystal Middleton, Librarian I

Time Period of Report: September 2022

Department: Borrower and Technical Services

Report Focus Area of Activity:

Borrower Services

September was an exciting time for PPLD as the district went Fine Free on the first of the month. Patrons were pleased overall with the only, "complaint," being that they didn't mind giving money to the library. Staff were pleased to share the news and explain the changes.

Final corrections to the catalog rules were completed this month as well. MHLS staff was very helpful in this endeavor and it is a fresh start for cataloging at PPLD, which while not visible to patrons will improve service greatly. Rover is roving around the community at various events and locations. The farmers market visits are especially successful thanks to regulars who make the bookmobile a part of their routine.

It is important to recognize, too, that the library promotion of Library Card Sign Up month has encouraged new patrons to join the library on a near-daily basis throughout the month. This was reiterated in the Rotunda which also brings patrons to the circulation desk to get a copy or ask questions about goings on at the library. The library staff created approximately 450 library cards in the month of September.

We continue to replenish free covid test supply, making them available to patrons at Adriance, Boardman Road, and Sadie Petersen Delaney branches as well as Rover events.

Technical Services

Materials started to flow back into the technical services department when Baker & Taylor got back up and running subsequent to their ransomware problem. The lull was minimal and gave staff a chance to completely catch up on repairs.

Intended Outcomes of Focus Activity:

Being a Fine Free library and encouraging library card sign ups is intended to bring in patrons, reduce barriers to accessing library materials, and increase circulation. Borrower and technical services departments continue to provide consistently new materials and information to PPLD patrons.

Manager Observation of Activity and Outcomes:

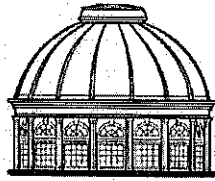
Staff accommodated going Fine Free and issuing new library cards for Library Card Sign Up month with patience and a good attitude.

Impact of Activity:

An engaged and more informed public has increased access to library resources.

Other Departmental Activity to Note:

N.A.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Bruce Sullivan, Network Analyst
Department: Information / Technologies

Time Period of Report September

Report Focus Area of Activity:

All of PPLDs Technology is up and running as expected.

Still waiting on a revised phone system quote.

Still waiting on a quote to move all of our fiber optic connections from 103 Market St (Midudson) to Adriance.

20 Chrome books have arrived for the public to barrow through the Emergency Connectivity Fund grant. We are in the process of setting up remote management for all 20.

We are in the processes of replacing our wireless battery powered People counters, with wired continuous power version to improved accuracy and end daily replacement of batteries at Adriance and Boardmen.

We implemented a more robust Local History network backup and improved accesses to those.

Intended Outcomes of Focus Activity:

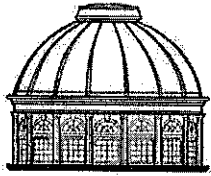
NA

Manager Observation of Activity and Outcomes:

Ongoing.

Impact of Activity:

Ongoing.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Kira Thompson, Head of Adult Services

Time Period of Report: September 2022

Department: Adult Services

Report Focus Area of Activity: Programming Highlights for September

Tiny Art Show: Adult Services programmers collaborated with teen librarian Angela Panzer to host a series of 'Tiny Art' workshops, in which patrons were invited to come and paint/collage onto tiny canvases, provided by the library. Three sessions were held throughout September, and the canvasses were collected by staff. All of the participants' art is now on display at Adriaance through November 10th. There will be a reception on November 10th for the closing of the exhibit, when patrons can come and view all the works, meet each other, and pick up their pieces.

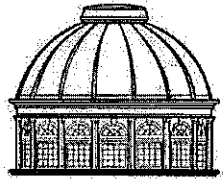


Poughkeepsie Rural Cemetery Walking Tour: After spending the summer researching and working with the Poughkeepsie Rural Cemetery, Historian Shannon Butler launched her first walking tour of the cemetery, which was a great success. Tours will continue through October, and resume in the spring/summer when the weather again becomes amenable. Her Academy Street tours continue as well.

Latino Art Exhibit & Reception: As a part of Hispanic Heritage Month, Elva Corbaton, in collaboration with Sun River Health and Revolucion Radio, curated a spectacular art exhibit in the Rotunda Gallery, featuring

some truly extraordinary local artists. A well-attended reception took place on Saturday, September 17th to honor the artists and celebrate Latino arts & culture.

Books & Brews: The Books & Brews Book club, which meets monthly at Juan Murphy's pub, had an exciting surprise guest in September. Our book was *The Reign of Wolf Twenty One*, by Rick McIntyre, a non-fiction account of the reintroduction of wolves to Yellowstone National Park, and the saga of their lives there. Local wolf educator and advocate--and friend of the author--Darren Moret saw the title and decided to join us. He regaled us firsthand accounts of wolf watching in Yellowstone, and all that goes into protecting the animals and the ecosystem. He even brought casts made from the paws of the wolves the book revolved around. In October we are reading *Dracula*, so hopefully no one from that book stops by!



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: Beth Vredenburg - Head of Branch and Extension Services

Time Period of Report: September/October 2022

Department: Branch and Extension Services

Sadie Peterson Delaney African Roots Library:

General SPD Library Updates:

- A new building steward has been hired for the Family Partnership Center. The Library was asked to be a part of the hiring committee and the process is now finished. This new person will work to foster collaboration among all partners and with all the organizations and help to build working relationships within the building and the community.
- A new committee of Partners meeting (monthly has been established for all partners in the FPC to help us talk together about issues and successes within the building and opportunities for collaboration. This group meets once a month at the FPC.
- The front space work continues.
- A new Manga collection has been added to the teen books. Teen patrons have been asking for them and they have arrived and are ready to be checked out.
- September 30th and October 1st, African Wrap Doll Workshop- 22 people and 18 people respectively. The patrons asked to bring this program back again. The people from the museum agreed. Please see below for pictures:

SPD Upcoming Events:

Monthly After School Art program (Every First Thursday of the Month):

- Glow in the dark Pumpkin Painting
- Learn to Quill (Paper Art)
- DIY Snow Globe

Mini Free Libraries:

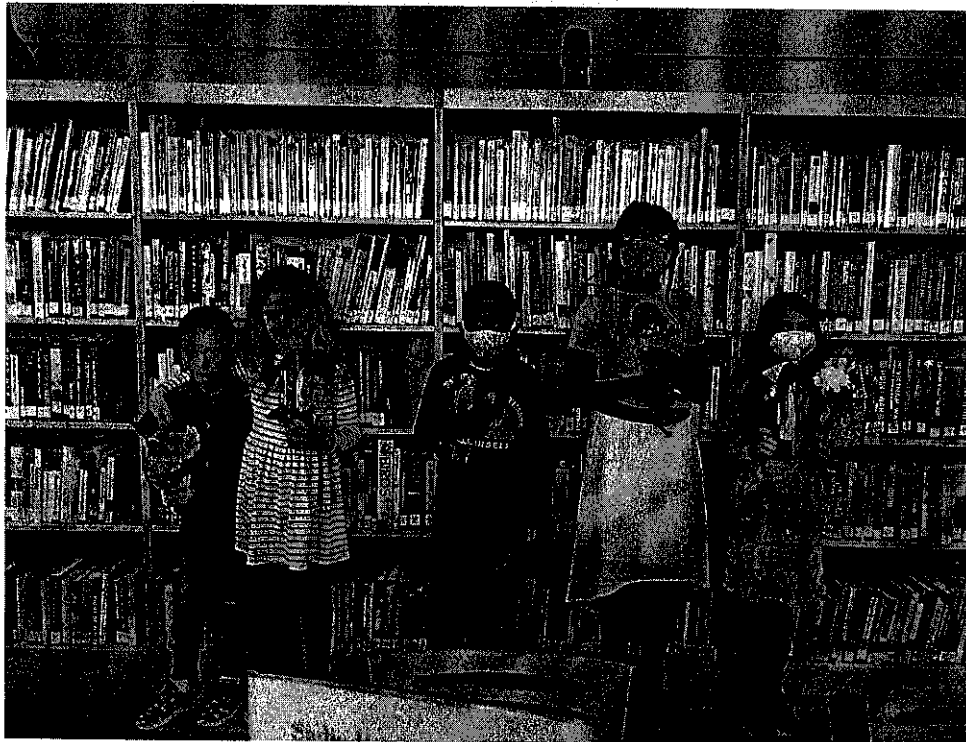
- Refilling continues every week by the dedicated staff. So many donations are being left outside the boxes, that we are currently working on signage to help people better utilize the mini libraries and the donation pods at our building sites.

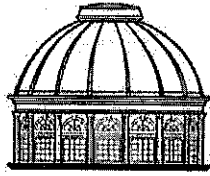
Boardman:

- Teens entering the teen space at Boardman are now being asked to utilize the Teen Area and Computer Use form to better inform the students about the purpose and capacity for the teen space.

Extension Services:

- We are continuing the monthly visits to the Office for the Aging and Town of Poughkeepsie Senior Center.
- New Extension Services library patrons are getting personal service from the Extension Services Department after Rover Lobby Stops. Landing of Poughkeepsie has asked us to not only continue our newly established Extension Services to a few patrons, but also continue our once a month lobby stop. Every first Wednesday of the month we are visiting from 1:30-3:00 pm.
- In preparation for our Lobby Stops with Rover and other Rover events. All the books in the collection on Rover have been updated. New books are being ordered.





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

DEPARTMENTAL MONTHLY REPORT

Manager Name and Title: John Torres- Head of Youth Services

Time Period of Report: Oct 2022

Department: Youth Services

Report Focus Area of Activity: Youth Services

Intended Outcomes of Focus Activity:

Forgive my tardiness for statistics about our YS summer reading program but a bout of covid knocked me out for September. For our 2022 summer reading program we had 542 participants sign up which is a slight drop from our 2021 total of 561. Our big drop off is in the amount of reading logs that were returned within the 3 libraries. In 2021 we received 544 reading logs and in 2022 the number was 361 which equal 180,500 minutes of reading. I'm unsure why we had the drop off in returned logs, perhaps it was the choice of prizes, or other factors.

For the summer the YS department offered 78 "Early Childhood" programs with an attendance of 854 children ages birth-5. We offered 37 afternoon programs with an overall attendance of 984 children.

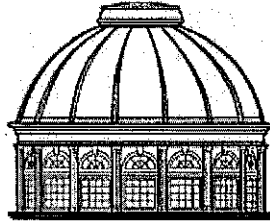
For our summer meals program we handed out 654 lunches over an 8 week period. I believe this is our best turnout for summer meals and it was appreciated by the families and camps who came. Holly Roberts (who coordinates this every year with the school district) and I, would like to thank Deb Nichols for helping out when we were unavailable.

As for the Fall session, we are continuing with no registration for our early literacy programs which is really pushing some of our Boardman Rd programs to average 23 children per class. Anne Messley, one of our librarian trainees, has created a tutoring program with students from Marist College. We've had a great response with a number of people having to be put on a waitlist due to not having enough tutors. We'll be continuing this program in the winter session with some tweaks to the location.

Martha Farrell, one of our teen librarians announced she will be switching to a PT position so I will be meeting with Tom to figure out how to help fill in her vacant spots.


**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Summary of Volunteer Activity 2022**

Month	Number of Volunteers				Number of Hours			
	Youth	Adult	Community Service	Total	Youth	Adult	Community Service	Total
January	5	2	0	7	18.75	22.00	0.00	40.75
February	7	2	0	9	17.25	20.00	0.00	37.25
March	7	2	0	9	14.05	28.00	0.00	42.05
April	5	2	0	7	9.94	13.00	0.00	22.94
May	2	0	1	3	5.25	0.00	16.00	21.25
June	4	1	0	5	9.00	8.00	0.00	17.00
July	9	1	0	10	20.50	6.00	0.00	26.50
August	4	1	1	6	20.25	6.00	16.00	42.25
September	5	1	1	7	36.25	8.00	28.00	72.25
October								
November								
December								
TOTAL					151.24	111.00	60.00	322.24



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports & Statistics

Meeting: Board Development & Policy Committee		Date: Tuesday, October 18, 2022
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Moira Fitzgibbons, <i>Chair</i> <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Debbie Nichols <input checked="" type="checkbox"/> Jim Nurre	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input type="checkbox"/> Barbara Lynch, Business Manager	<input type="checkbox"/>
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30pm. Attendance is noted above.

1. Business Items: The following business was conducted:

- **By-Laws:** The Committee continued discussion on the By-Law3s, focusing on remote participation in meetings and compliance with the revised NYS Open Meetings Law. Lawrence will confer with counsel on the matter.
- **Policy Review – Library Card Terms and Conditions:** The Committee reviewed the draft revisions and approved them for consideration by the Board of Trustees.
- **Policies Review – Patron Code of Conduct , Unattended Children and Vulnerable Adults:** The Committee conducted an initial review and discussed recommended changes. These will be more formally considered for action at the next meeting of the Committee.

2. Items Forwarded to the Board of Trustees for Approval:

- Modification of Policy: Library Card Terms and Conditions

3. Upcoming Agenda Items:

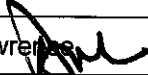
- Library District By-Laws.
- Library District policies.
- Possible community advisory board.

The meeting adjourned at 7:40pm.

Next Scheduled Meeting Date
 Monday, November 21; 6:30pm (tentative)
(date, time, and location subject to change)

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Finance Committee	Date: Tuesday, October 11, 2022	
Attendance		
<u>Committee Members Present</u>	<u>Other Trustees Present</u>	<u>Guest(s) Present</u>
<input type="checkbox"/> Dianne Blazek, <i>President</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sean Eagleton		
<input type="checkbox"/> Chip Hogg	<u>Staff Present</u>	
<input type="checkbox"/> Debbie Nichols	<input checked="" type="checkbox"/> Tom Lawrence, Library Director	
<input checked="" type="checkbox"/> Patricia Ryan, <i>Chair</i>	<input checked="" type="checkbox"/> Barbara Lynch, Business Manager	
Minutes Prepared by: T. Lawrence 		

The meeting convened at 6:30pm in the Greenspan Board Room at Adriaance Memorial Library.

1. Business Items: The following topics were discussed:

- **Town of Poughkeepsie Charge Back Invoice:** The Library District received notice from the Town of Poughkeepsie for tax certiorari settlements what have resulted in a refund to property owners. The results in a chare back from the Town to the Library District. After discussion, it was decided to pay the invoice in October instead of having the amount deducted from 2023 Town tax proceeds. The copy of the Town notice is attached to these minutes.
- **Crotty Estate:** The Library District received an \$11,000 distribution from the Estate of Catherine Ann Crotty Newman. It was agreed that this money should be deposited as an unrestricted gift in the General Fund.
- **Proposed Sidebar Concerning Tuition Reimbursement:** A proposal to modify the CBA in terms of tuition reimbursement was discussed. It will be forwarded to the Personnel Committee for further discussion.
- **Bad Debt:** Work on clearing bad debt continues. Lawrence presented a chart (attached) which highlights the next amounts to be cleared in terms of patron debt. With the amnesty complete and the suspension of overdue fines, the Committee recommends that the highlighted amounts (overdue and overdue renewal fines) be waived.

2. Items Forwarded to the Board of Trustees for Approval:

- Waiving bad debt.

3. Upcoming Agenda Items:

- Status of PILOT payments and letter to the City IDA.
- Donor cultivation.

Next Scheduled Meeting(s) Date

Monday, November 14; 6:30 pm (tentative)
Greenspan Board Room - Adriaance Memorial Library
(time, date, and location subject to change)

MARCUS J. MOLINARO
COUNTY EXECUTIVE



HEIDI SEELBACH
COMMISSIONER
CATHERINE WEISSE
DIRECTOR

COUNTY OF DUTCHESS
DEPARTMENT OF FINANCE
REAL PROPERTY TAX SERVICES DIVISION

TO: John Jay Baisley, Town Supervisor
FROM: Heidi Seelbach, Commissioner of Finance
Catherine Weisse, Director of Real Property Tax
DATE: October 4, 2022
RE: Chargeback Invoice

The attached invoice is for charges to your town for services related to the production of assessment rolls and bills, maintenance of escrow accounts and refunds related to erroneous taxes and judgements.

These charges will be added to your town or special district tax levy, unless paid to the Dutchess County Commissioner of Finance by **November 10, 2022**.

The attached charges reflect the County's actual costs for providing these services. Costs are subject to change on an annual basis.

NOTE: *If you choose not to pay these charges, do not include them in your 2022 budget submittal. Dutchess County will be adding them to your levy when your official tax rates are calculated. However, when calculating your projected tax rate estimates these charges should be considered.*

Charges for refunded judgments in excess of \$25,000 may be privately financed by the municipality.

Please share this letter with the person(s) in your town responsible for handling the special district charges, including any Fire or Library District officials.

Please call (845) 486-3970 for questions regarding Finance and Special District charges; **OR**, (845) 486-2454 regarding OCIS charges.

For all other questions, including those pertaining to RPT charges, please call (845) 486-2140.

Enc

cc: Eileen Mandigo, DC Finance
Carol Acevedo, DC Finance
Tammie Allen, DC OCIS



Dutchess County Department of Finance

INVOICE

22 Market Street
Poughkeepsie, NY 12601
(845) 486-3970 - Finance
(845) 486-2454 - OCIS
(845) 486-2140 - RPT

DATE: October 4, 2022
DUE: November 10, 2022

Bill To:
Jon Baisley, Town Supervisor
Town of Poughkeepsie

DESCRIPTION		AMOUNT
Finance - Erroneous Tax & Judgments	\$ 12,493.34	
RPT - Escrow Accounts	\$ 4,553.25	
OCIS - Processing & Special Districts	\$ 32,561.04	
OCIS - Assessment Rolls & Binders	\$ 1,212.26	
	TOWN TOTAL	\$ 50,819.89
Special District - Arlington Fire		\$ 21,309.99
Special District - Consolidated Light		\$ 5,020.65
Special District - Poughkeepsie Public Library		\$ 27,685.68
Special District - Arlington Business Imp Dis		\$ 310.58
Special District - New Hamburg Fire		\$ 19,577.85
Special District - Fairview Fire		\$ 3,368.01
	GRAND TOTAL	\$ 128,092.65

Please note that the Town Total and each Special District charge can be paid separately from the GRAND TOTAL.

History and explanation of charges is attached.

Make all checks payable to Dutchess County Commissioner of Finance.

POUGHKEEPSIE								
Authority	Grid #	A.430.4689 Town	A.430.4689 Arlington Fire AF024	A.430.4689 Consolidated light CLO57	A.430.4689 Pok Lib District GL000	A.430.4689 Arl Business Imp Dis ARBID	A.430.4689 New Hamburg Fire HF026	A.430.4689 Fairview Fire POK FF025
Court Order Index # 2020-52122	134689-6161-08-893760-0000		\$1,845.84	\$91.30	\$488.13	\$310.58		
	134689-6161-08-905758-0000		\$1,845.84	\$91.30	\$488.13			
Court Order Index # 2020-52139	134689-6060-04-922413-0000		\$2,563.67	\$126.80	\$677.96			
Court Order Index # 2021-52609	134689-6159-03-418429-0000	\$1,281.19	\$770.64	\$40.65	\$227.89			
	134689-6159-02-445442-0000	\$10,287.66	\$6,188.06	\$326.40	\$1,829.90			
Court Order Indexes # 2020-52013 & 2021-52599	134689-6158-01-297959-0000			\$3,869.13	\$21,362.24		\$19,577.85	
Court Order Indexes # 2020-52116 & 2021-53005	134689-6160-01-079941-0000		\$6,128.22	\$312.98	\$1,714.55			
	134689-6160-01-054938-0000		\$1,041.08	\$53.17	\$291.27			
	134689-6160-01-055926-0000	\$0.00	\$472.35	\$23.37	\$124.92			
Court Order Index #2021-53005	134689-6160-01-055926-0000	\$755.27	\$454.29	\$23.96	\$134.34			
Court Order Indexes # 2021-53057, 2021-53057 &	134689-6062-02-755495-0000			\$20.53	\$115.45			\$1,122.67
	134689-6062-02-768525-0000			\$20.53	\$115.45			\$1,122.67
	134689-6062-02-781496-0000			\$20.53	\$115.45			\$1,122.67
Investigative Report dated 01.31.2022	134689-6262-03-436318-0000	\$169.22						
		\$12,493.34	\$21,309.99	\$5,020.65	\$27,685.68	\$310.58	\$19,577.85	\$3,368.01
Total		\$89,766.10						

THE HISTORY OF COUNTY CHARGES TO TOWNS

In 1952, the Dutchess County Board of Supervisors formed the Machine Tabulation Department to process assessment rolls, tax rolls and bills for the County's 20 towns. Through resolutions commencing in 1953, production of these items was deemed to be a local charge and levied among the towns and cities according to an annexed schedule.

In the passage of time, the Board of Supervisors changed to a County Legislature. Pertinent sections of Tax Law and Education Law were consolidated into Real Property Tax Law. Functions of the machine tabulating department came to be shared by the Office of Central & Information Services (OCIS) and the Real Property Tax Service Agency (RPTSA).

Through it all, enabling sections of Real Property Tax Law have allowed this 50-year-old process to continue. RPTL §578 has been referenced as closest parallel to established procedures. However, RPTL 2006, 2008 and 2012 are also relevant, collectively indicating that a law or resolution in force at the time of replacement may continue until rescinded or modified.

Within the original process, accumulated county charges were added in mid-December to town tax levies as part of the final budget process. The by-product of county chargebacks is that town levies may be increased after local adoption. By resolution 535 of 1980, the County Legislature directed RPTSA to disclose these charges in a timely manner so that towns would be aware of potential impacts.

RPTSA provides a disclosure of these charges to municipalities beginning of October each year in the form of an invoice.

CHARGE DESCRIPTIONS

OCIS charges municipalities for assessment rolls, tax rolls, tax bills, binders and related processing on a per-parcel basis. In addition, there are charges for special district processing. Bids for assessment roll and tax binders are placed in July upon receipt of local orders. These costs are added to County charges to towns.

RPTSA provides escrow account management services for all towns and cities. There is a \$0.75 charge per bank code for data management of the escrow accounts, which includes handling data from tax service organizations. This charge includes problem identification and resolution. RPTSA also assesses data-entry fees of \$2.25 to \$3.25 per form, depending on form type, to municipalities that have requested it.

Pursuant to RPTL §556(6)(a), the Commissioner of Finance charges erroneous and unlawful taxes back to towns and special districts. "The amount of tax refunded (by the Commissioner) shall be a charge upon each municipal corporation... to the extent of any such taxes refunded. Amounts so charged shall be included in the next ensuing tax levy."

RPTL §726(4) references charges (to towns) as the result of court ordered final judgments: "Provision for the payment of all amounts charged to a ...town... shall be included in the next annual budget estimate....provided, however, that in the event the aggregate amount exceeds \$25,000 or 1% of the (town's) full value, such amount may be financed."


PAYMENT OPTIONS

1. The Commissioner of Finance will accept payments, in the amounts indicated on the chargeback disclosure notice, until the date listed on the invoice. This action will eliminate the problem of increased tax levies but may impact contingency fund balances.
2. Municipalities opting not to pay the County charges at this time, will have any unpaid charges added to their levies through resolution of the County Legislature. However, we recommend that when a municipality opts to follow this procedure, it should anticipate the impact of these charges when making tax rate projections.

As always, we encourage you to budget for these anticipated County charges. Upon request, we can provide three years of disclosure notices of prior charges to assist you in making an appropriate estimate.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Planning Committee	Date: Monday, October 3, 2022	
Attendance		
<u>Committee Present</u> <input type="checkbox"/> Dianne Blazek, <i>President</i> <input checked="" type="checkbox"/> Sean Eagleton, <i>Chair</i> <input type="checkbox"/> Patricia Ferrer <input checked="" type="checkbox"/> Jonathan McPhee <input checked="" type="checkbox"/> Mary Moore <input checked="" type="checkbox"/> Laurel Spuhler	<u>Staff Present</u> <input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Barbara Lynch, Business Manager <input type="checkbox"/>	<u>Guest(s) Present</u> <input type="checkbox"/>
<u>Other Trustees Present</u> <input type="checkbox"/>		
Minutes Prepared By: T. Lawrence 		

The meeting convened at 6:30pm in the Greenspan Board Room at Adriance Memorial Library.

1. Business Items: The Committee discussed the following items:

- **Strategic Plan Survey:** Discussion on the proposed community survey continued. Eventually, the focus seemed to shift to answering the two following questions: What do younger patrons need that we currently don't provide and How do we find out what patrons know and use versus what they don't know. This led to a conversation about services gaps in the community where the Library District could assist in closing identified gaps. Discussion concluded with a draft proposed as being: *The purpose of the Library District's community survey is to identify services gaps in the community and how Library District programs and services can assist in closing identified gaps. The initial area of focus will be on the service needs of youth from birth through 19 as they prepare for school, college, or the work force.* Committee members were asked to review the questions developed by the staff and to recommend their top three for consideration at the next meeting of the Committee.

2. Items Forwarded to the Board of Trustees for Approval:

- None

3. Upcoming Agenda Items:

- Community survey.

The meeting adjourned at 7:45pm.

Next Scheduled Committee Meeting Date
Monday, November 7, 2022; 6:30 pm
Adriance Memorial Library – Greenspan Board Room
(date, time, and location subject to change)

New Business Fact Sheet
Approval of Memorandum of Agreement with Labor

Recommended By

Personnel Committee

Current Situation

The current agreement with Labor expired on December 31, 2020. The Personnel Committee has been meeting with staff and CSEA representatives and have reached an agreement. It is attached to this Fact Sheet.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the PPLD Document #5A - Memorandum of Agreement (dated October 19, 2022) and authorize the President to sign said Agreement, covering years 2021 – 2023.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

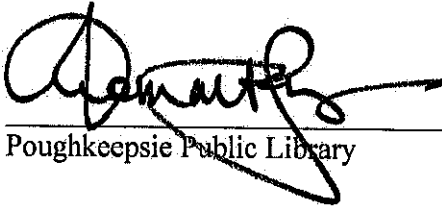
Memorandum of Agreement

The Poughkeepsie Public Library ("Library") and the Civil Service Employees' Association ("Union") have hereby agreed to extend the collective bargaining agreement between the parties that expired on December 31, 2020, for a period of three (3) years (January 1, 2021 through December 31, 2023).

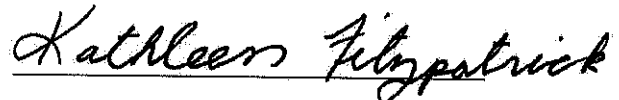
The parties agree that the collective bargaining agreement shall remain unchanged except as indicated in the bold and cross out version attached hereto.


The parties further agree that this Agreement is subject to ratification by the Union, and approval by the Board of Trustees of the Library. Assuming the Agreement is ratified or approved by both parties, the parties shall create a clean copy of the attached contract to serve as the new collective bargaining agreement.

Dated: 10/11/2022



Poughkeepsie Public Library



Kathleen Fitzpatrick


David A. Ruder
Civil Service Employees' Association

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

This Agreement is made effective ~~January 1, 2021~~ ~~January 1, 2018~~ by and between The Poughkeepsie Public Library District (hereinafter referred to as the "District") and the Civil Service Employees Association Inc., Local 1000 AFSCME AFL-CIO Poughkeepsie Public Library District Unit, Dutchess County Local #814 Unit 6675, with its headquarters at 143 Washington Avenue, Albany, New York 12210 (hereinafter referred to as the "Union").

WITNESSETH

WHEREAS, the Union has been designated and selected by a majority of the employees in the unit hereinafter described for the purpose of collective bargaining in regard to hours of work, wages and working conditions, and the settlement of grievances, and

WHEREAS, it is the desire of both parties to this Agreement to negotiate collectively with regard to hours of work, wages and working conditions, and the settlement of grievances in order to (a) promote harmonious and cooperative relationships between the District and its employees, (b) to protect the public by assuring, at all times, the orderly and uninterrupted operation and function of government, (c) to recognize the legitimate interests of the employees, (d) to promote fair and reasonable working conditions, and (e) to provide a basis for the adjustment of matters of mutual interest by means of amicable discussion,

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereby agree to as follows:

ARTICLE I
RECOGNITION

SECTION 1 - Pursuant to Section 207 of Article 14 of the New York State Civil Service Law (also known as the Public Employees' Fair Employment Act), the District recognizes the Union as the sole and exclusive representative for the employees of the unit as defined herein for the purpose of collective negotiations with respect to wages, hours and other working conditions, and with respect to the administration of grievances arising under this Agreement.

ARTICLE II
REPRESENTATION

SECTION 1 - Pursuant to Section 207 or Article 14 of the New York State Civil Service Law, the District agrees that the Union shall have unchallenged representation status for the maximum period permitted by law.

SECTION 2 - The Union shall represent all full-time and part-time employees of the District who are employed on a regularly scheduled twelve (12) month basis. Part-time employees are those who are regularly scheduled to work less than twenty-one (21) hours per week.

SECTION 3 - This agreement shall apply to all full-time and part-time employees of the District holding a position by appointment or employment in the service of the District, excluding for the purposes of representation, however, the Director of the Library, the Assistant Director(s), the Business Manager, the Director's secretary and Student Library Aides (defined as employees under the age of 18 enrolled in high school or are home schooled).

ARTICLE III
EMPLOYEE ORGANIZATION RIGHTS-AGENCY FEE

SECTION 1 – Exclusive negotiations with the Union. During the term of this Agreement, the District will not negotiate with any other employee organization in reference to terms and conditions of employment of employees covered by this Agreement, subject to Article 14 of the New York State Civil Service Law.

SECTION 2 – Payroll Deduction: The District agrees to deduct from the wages of the employees and remit to the Union, 143 Washington Avenue, Albany, New York 12210, regular membership dues for those employees who sign authorizations permitting such payroll deductions. The District also agrees to deduct from the payroll such life insurance premiums as may be authorized by the employees who agree to enroll in the programs available from the Union as fringe benefits of membership. The District further agrees that an "Agency Shop" fee equal to the amount of dues paid by Union members shall be deducted from the wages of those employees choosing not to become Union members. This amount shall be forwarded by separate check to the CSEA on the same basis as dues.

SECTION 3 – The District recognizes the right of the employees to designate through election, or by appointment of elected officers, representatives of the Union, including field staff representatives of the Association, to appear on their behalf to discuss salaries, working conditions of this Agreement, and other terms and conditions of employment, and to visit employees during scheduled or regular working hours subject to reasonable limitations, set forth in this article.

- A. The District shall perform its obligation under this Agreement in a fair and impartial manner and shall not discriminate against any employee for reasons of sex, **sexual orientation**, race, color, creed, national origin, religion, or marital status.
- B. The Union shall have the right to post notices and other communications with regard to association business on bulletin boards maintained on the premises of the District and shall further have the right to use District e-mail systems for such communications.
- C. The Union and its representatives shall have access to the premises of the District for the purpose of transacting any necessary District/Union business, subject to the approval of the Library Director or designee.
- D. Officers and committee members of the Union shall be granted necessary time to carry on official Union business within reasonable limitations, **and shall account for said time through the normal and customary timekeeping system.**
- E. The Union will forward a list containing the names of elected officers, committee members, and the chief shop steward. The Library Director will also be advised of any and all changes in the local Union administration.
- F. Union officers will be allowed reasonable time to attend to Association matters and at least four (4) such officers shall be allowed to attend State and County conferences without loss of pay or leave. However, a maximum of twelve (12) working days per year will be allowed, **and shall account for said time through the normal and customary timekeeping system.**
- G. The Unit President will receive a copy of the actual contracts the District enters into for health coverage and/or any other employee insurance coverage.

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

1. The Unit President shall have the right to inspect the ministerial paperwork filed with County Personnel for any employee. Copies of any other documents placed in an employee's file will be provided to the Unit President.
2. The Unit President will receive written notice of any new hire within the District.
3. The Unit President will receive a copy of the payroll as certified to County Personnel each year.
4. The Unit President will receive a copy of the Board of Trustees' monthly meeting packet, prior to the meeting, and ensuing addendums, if any.

ARTICLE IV
MANAGEMENT RIGHTS

SECTION 1 – The District retains the right to manage its business affairs and services and to direct the working force, including, but not limited to the right to decide the number and location of its business and service operations, the business and service operations to be conducted and rendered, the control of the buildings, real estate, materials, vehicles, parts, tools, machinery and all equipment which may be used in the operation of its business or supplying its services, to determine whether and to what extent the work required in operating its business and supplying its services shall be performed by employees covered by this Agreement, to maintain order and efficiency in all its operations, including the right to discipline, suspend and discharge employees for cause; to hire; lay off, assign, promote and determine qualifications of employees; to determine the library hours.

SECTION 2 – All rights of the District under this Agreement are subject to such regulations governing the exercise of said rights as are expressly provided in this Agreement or provided in Article 14 of the Civil Service Law of the State of New York or other relevant statutes.

SECTION 3 – The rights of the District listed above are not all inclusive, but indicate the type of matters or rights which belong to or are inherent in the District. Any and all rights, powers and authority the District had prior to entering this Agreement are retained by the District, except as expressly and specifically abridged, granted or modified by this Agreement.

SECTION 4 – Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on any District official or in any way reducing or abridging such authority, but this Agreement shall be construed as requiring said District officials to follow the procedures and policies herein described, to the extent they are applicable, in the exercise of the authority conferred upon them by law.

ARTICLE V
NO STRIKE PROVISION

SECTION 1 – Pursuant to Section 207 (3) of Article 14 of the New York State Civil Service Law, the Union hereby affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike. According to said Article 14 of the New York State Civil Service Law, the definition of a strike includes any concerted work stoppage or work slowdown.

SECTION 2 – Nothing in this Agreement shall be construed to limit the rights, remedies or duties of the District, or the rights, remedies or duties of the Union or employees under State Law.

ARTICLE VI
WORKING CONDITIONS

SECTION 1 – The following items of travel expense shall be allowed to all **bargaining unit** employees represented by the Union.

Mileage allowance at the rate per mile set by the IRS when personal car is used on travel to and from conferences or for job purposes.

Reimbursement of costs of travel, lodgings, meals, and fees for attending library related meetings or conferences, provided employee's attendance at said meeting or conference has been approved in advance by the Library Director.

SECTION 2 – All rights of the District under this Agreement are subject to such regulations governing the exercise of said rights as are expressly provided in this Agreement or provided in Article 14 of the Civil Service Law of the State of New York or other relevant statutes as well as the rules and regulations of the Dutchess County Department of Civil Service.

The following items shall be provided with respect to job security:

- A. Uniform wage made for all employees similarly classified.
- B. Each employee will receive a copy of any document which is made a part of their personnel folder. Employees shall have access, upon reasonable notice, to their personnel file and, further, shall have the right to reply to any material in the file. After material has been in an employee's file for one year, an employee may formally request removal of said material. Additionally, the District shall review all personnel files each year with the decision as to what is to be removed remaining solely with the District. No material older than three (3) years may be used in a disciplinary action.
- C. No employee classification is to be changed without prior notice to and consultation with said employee. The District agrees that there shall be no change in the salary grade or job titles of the employees within the bargaining unit unless also agreed to in writing by the CSEA Unit President. This clause shall not be interpreted to relate to title change and concomitant grade changes pursuant to a re-classification survey conducted by the Dutchess County Department of Civil Service.
- D. Notice of Civil Service exams shall be conspicuously posted.
- E. If any title or position is abolished by the District, the employee so affected will be given first consideration for appointment to a comparable vacant position in District service.
- F. All vacancies in District jobs are to be posted in all appropriate District departments and distributed to all employee work e-mail IDs so that qualified District employees may have the opportunity to apply for same. Each vacancy shall be posted for a minimum of ten (10) working days. When the Director determines that the experience, qualifications and job performance of two or more applicants are relatively equal, then in such event, seniority shall be the prime factor in filling the vacancy.
- G. The District shall review every six (6) months the status of temporary or provisional appointments and shall make a diligent effort to provide permanent status wherever possible.

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

- H. Every original appointment to a position in the non-competitive or competitive class shall be for a probationary term of twenty-six (26) weeks except for internal promotional appointment where the probationary term shall be for not less than eight (8) weeks nor more than twenty-six (26) weeks.

All part-time employees shall be granted, after serving a probation period of twenty-six (26) weeks, the same rights regarding representation, seniority, grievance, as full-time employees under this contract.

Upon eighteen (18) months of continuous service, all non-competitive part-time employees hired on or after the date of ratification shall be granted, after serving probation period of twenty-six (26) weeks, the same rights regarding layoff and disciplinary procedure as full-time employees under this contract.

- I. The District will provide for the custodial staff: Three (3) summer and three (3) winter uniforms, and one (1) pair of steel-tipped work shoes per year. The District shall provide for the security staff: Three (3) summer and three (3) winter uniforms. The District shall provide custodial and security staff appropriate storm gear. Employees will be responsible for the maintenance of said uniforms and shoes.
- J. Layoffs: All other factors being equal, based on management's rights to determine employee work performance, all layoffs for non-competitive class full and part-time permanent employees will be in inverse order of seniority. All permanent employees within the non-competitive class will have vertical displacement rights (bumping and retreat) and have their names placed on a preferred list, established within the District. The incumbents who have not completed their probationary service must be laid off before any permanent incumbents can be touched. Probationary employees are to be laid off in order of seniority. All other factors again being equal, recalls to work shall be in order of seniority with the notice of recall being sent to an employee's last known address. Employees shall retain their right to recall for four (4) years after layoff. All competitive class layoffs will be accomplished as above except that seniority shall be the sole and determining factor in the order of layoffs and recall.
- K. The layoff unit and the work assignment unit shall be all within the District. A determination of seniority for layoff purposes shall be made within the layoff unit. Work assignments, subject to job titles, shall be made anywhere within the District. The District reserves the right, as a management rights, and or the purposes of efficiency or convenience, to change, from time to time, the work assignment, within job title, within the District.

SECTION 3 - For the purpose of accumulation only, all leave specified in Article XII, XIII, XIV, and XVIII shall be computed on the basis of normal hours of work per week divided by five (5). Parties further agree the District shall have the right to reopen negotiations with respect to this method of leave time accumulation during the life of this Agreement.

SECTION 4 - Employees who are regularly scheduled to work less than a full-time work week (as specified in Article X) shall be governed by the rules in Appendix "B" for leave as specified in Article XII, XIII, XIV, and XVIII.

SECTION 5 – Timekeeping.

- A. ~~Effective no later than January 1, 2018, the District will implement and the Employees are required to use an electronic timekeeping software system installed on the District's computer system for the purpose of recording only their own daily attendance at work for the payment of their wages and tracking of benefit leave. The District Library will advise how the time recording software will be implemented, and provide training to all new employees. members on the use of the software prior to the effective date of its implementation.~~

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

- B. Employees shall be required to record only their own work time at the beginning and end of their authorized shift. Deviations from this procedure shall only be authorized by the Director (or designee). Unauthorized employees found recording time other than their own shall be subject to discipline up to and including termination.
- C. Employees shall record their start time upon arrival at work, their departure time for their meal break, their return from their meal break, and their departure time at the end of their shift. Break times (other than the meal break) shall not be recorded. In the event an employee arrives late to work or needs to leave work early, they will have the option, only with the prior approval of management, to extend their workday to fulfill their workday obligation or will otherwise be docked time not worked. Employees who are late and record their start time more than five (5) minutes after the start of their shift will be docked for the time that they were not at work calculated from the start time of their normal shift until the time that they arrived at work. Docked time is aggregated over a pay period in fifteen (15) minutes increments. Docked time is deducted from available accrued leave in this order: personal, sick, vacation.
- D. The Labor/Management Committee shall periodically meet to review the protocols related to timekeeping and, if necessary, negotiate mutually agreeable amendments to this agreement. The parties agree to hold a labor management meeting within thirty (30) days after the date this Agreement is approved by the Board to address administrative and/or procedural questions regarding the expanded use of the time clocks.

ARTICLE VII
COMPENSATION

SECTION 1 -

- A. The Salary Table is attached as Appendix A. The base salaries shall be increased as follows:

There shall be no increase for the 2021 contract year
Base salaries shall be increased by 3.5% effective January 1, 2022

In addition, unit members shall receive a one-time ratification bonus within 60 days of ratification of the Agreement. The ratification bonus shall be equivalent to 2% of the unit member's salary (updated to reflect the 3.5% increase noted above).

The District shall issue one (1) separate check for any retroactive salary monies due and for the one-time ratification bonus.

Base salaries shall be increased by 3.5% effective January 1, 2023

- B. The Director shall have the discretion to determine an employee's starting salary, provided it complies with the minimum salaries set forth in Appendix A.
- C. All employees shall be entitled to any across the board wage increase and a step increase for their title (the step increases are listed in Appendix A) upon their anniversary date after the completion of one year of service, two years of service, three years of service, and four years of service. Thereafter, the employee shall only be entitled to any across the board wage increase, and shall no longer be eligible for any step increases. There shall only be a total of four (4) step increments available to employees

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above the minimum salary. In the event an employee is hired at a step higher than base salary, they shall only be eligible for the remaining step increases. For example, if an employee is hired at minimum salary plus one (1) step, they shall only be eligible for three (3) additional steps, for a total of four (4) steps. Step increases shall not be entitled to the across the board wage increase in the year earned, but shall be added to base salary and shall be subject to future across the board wage increases.

All salaries shall be modified as follows:

- A. For 2018: All employees shall receive a wage increase of 2.00%.
- B. For 2019: All employees shall receive a wage increase of 2.50%.
- C. For 2020: All employees shall receive a wage increase of 2.75%.

SECTION 2 – The bi-weekly payroll shall continue in effect until changed by agreement of the parties. All payroll will be provided through a direct deposit program where each employee shall receive bi-weekly confirmation of said deposit (commonly called Payroll Advice).

SECTION 3 – No employee shall be employed under any title not appropriate to the duties to be performed and no employee shall be assigned to perform the duties of any position unless he/she has been duly appointed or promoted to such position in accordance with the provisions of the Civil Service Law. Any employee assigned temporarily to perform duties of a higher classification shall be compensated at the higher rate of pay. All employees, upon assignment by their supervisors, shall perform duties normally assigned to a lower classification and when doing so shall be paid at their normal rate.

ARTICLE VIII LONGEVITY

SECTION 1 –

- A. Employees shall be entitled to longevity increases after the completion of ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service. The longevity shall be the dollar value in effect for longevity at the time it was earned.
- B. For any longevities awarded to unit members prior to the ratification of the 2018-2020 collective bargaining agreement, the following shall apply:
 - The longevity shall be added to is considered part of the employee's base salary.
 - The longevity increment shall be is the amount set forth in the collective bargaining agreement in the year the longevity was earned.
 - In the event an employee is promoted to a new position, and longevities have previously been added to their salary, the District shall determine the employee's current base salary by removing the longevities (and any compounding). The Director shall have the discretion to determine the employee's starting salary for the promotional position, provided the employee receives a minimum increase in base pay equivalent to the value of one (1) step in the promotional position. The removed longevity will then be restored and added to the new salary.

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C. For any longevities awarded to unit members on or after the ratification of the 2018-2020 collective bargaining agreement, the following shall apply:

- The longevity shall be \$150.00 for each year of service after the completion of the requisite years of service. For example, an employee will receive \$1500.00 after ten (10) years of service.
- Longevity shall not be added to base salary. The annual salary increases shall not apply to longevity earned on or after the ratification of the 2018-2020 collective bargaining agreement.

D. Longevities earned by part-time employees on or after ratification of this agreement shall be pro-rated.

~~A longevity increase will be awarded equal to \$150 for each year of service to all employees who have been in continuous employment with the District and have completed ten (10), fifteen (15), twenty (20), twenty five (25), thirty (30) years, thirty five (35) years, and forty (40) years respectively.~~

~~Effective with the ratification date of this contract, when calculating annual salary increases, longevity earned after the ratification date will be subtracted from the base salary, the annual increase will be applied to the base salary, and then the longevity will be returned to the new base salary. Once earned, longevity is never lost but annual increases are not applied to it.~~

~~Current employees who have served thirty (30) and thirty five (35) prior to the ratification of this contract will be granted a longevity payment of \$100 per year of service with said longevity payments being permanently added to the employee's base salary.~~

~~**SECTION 2** – The longevity increase shall be effective following the anniversary date of employment. The longevity increase shall be paid starting in the payroll following the employee's anniversary date, retroactive to the employee's anniversary date.~~

ARTICLE IX PERFORMANCE EVALUATION

SECTION 1 – The parties shall develop a performance evaluation system, which will be reviewed not less than every two years by the Labor/Management Committee.

SECTION 2 – In the event an employee receives an unsatisfactory rating, said rating may be appealed to the Board of Trustees.

SECTION 3 – Upon the Board of Trustees' review and concurrence with the unsatisfactory rating, the employee's increment or longevity shall be withheld.

ARTICLE X WORK-DAY WORK-WEEK

SECTION 1 – The standard work day shall be seven (7) hours (exclusive of the lunch hour) and the standard work week shall be thirty-five (35) hours (exclusive of lunch hour) for full-time Librarian and support staff clerical employees, as scheduled by the Director of the Library to meet the needs of the Library.

SECTION 2 – Through the date prior to ratification of this Agreement, the standard workday shall be seven and one-half (7.5) hours and the standard work week shall be thirty seven and one-half (37.5) hours (exclusive of lunch

time, without loss of pay) for full-time custodial and security employees, as scheduled by the Director of the Library to meet the needs of the Library. **Effective upon ratification of this Agreement, the standard work day shall be seven hours (exclusive of the lunch hour) and the standard work week shall be thirty-five (35) hours (exclusive of the lunch hour) for full-time custodial and security employees, as scheduled by the Director of the Library to meet the needs of the Library.**

SECTION 3 – The working of evening and/or weekends may be required of all library employees when necessary to maintain the library's full service to the community.

SECTION 4 – Employees working on Sundays shall be paid at the rate of time and one-half (1½). Sunday employees shall not accumulate any leave benefits nor shall Sunday employment qualify for such benefits.

SECTION 5 – One (1) hour is allowed for lunch, except for custodial and security employees who shall have thirty (30) minutes (unless otherwise approved by the Director). **Effective upon ratification of this Agreement, custodial and security employees shall have one (1) hour for lunch.** Employees who work more than six hours, shall be required to take a one hour unpaid lunch.

SECTION 6 – All employees of the District will be allowed a fifteen (15) minute break before their assigned lunch period and a fifteen (15) minute break after their assigned lunch period. Infractions of the regulations for breaks will result in a review, at any time, of the break allowance, and, if deemed necessary by the Director, amendment or termination of the break allowance. **Breaks may not be combined with meal breaks, unless otherwise approved by the Director.**

SECTION 7 – All part-time employees shall be paid for all hours worked. All part-time employees must have written approval from the Director and/or the Assistant Director before working any additional time over their regularly scheduled hours.

SECTION 8 – Sunday will be part of the pay period all year round, but for full-time employees, it will be considered a 6th work day and be paid at time and one-half rate for all hours worked. Assignment of Sunday work will be on a voluntary basis first, and if not enough volunteers, management can mandate work on a rotating basis among all employees. Should the District close on a Sunday due to inclement weather, employees will be compensated for time scheduled as straight time.

ARTICLE XI **OVERTIME**

SECTION 1 – Overtime shall be interpreted as any time in excess of the standard work-day as defined in Section 1 and 2 of Article X. For support staff, overtime shall apply for management-approved attendance at conferences and continuing education programs, excluding travel time. Overtime shall not apply for librarian and managerial staff attending management-approved conferences or continuing education programs.

SECTION 2 – At the written request of the Director and/or the Assistant Director, employees may be required to work in excess of their standard work day. Librarian and clerical Employees who work more than thirty-five (35), but less than forty (40) hours in a week shall be compensated at straight time rate. **Through the date prior to ratification of this Agreement, custodial and security employees who work more than thirty-seven and a half (37.5), but less than forty (40) hours in a week shall be compensated at straight time rate.** **Effective upon ratification of this Agreement, custodial and security employees who work more than thirty-five (35), but less than forty (40) hours in a week shall be compensated at straight time rate.**

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All full-time employees who work more than forty (40) hours in week shall be compensated at time and a half (1-½) rate.

Part-time employees who work over forty (40) hours in a week shall be paid at the time and a half (1-½) rate.

If a full-time employee requests compensation for overtime work to be in time, the employee must receive written approval from the Director and/or the Assistant Director before taking said time off. If for some reason the employee has not used or management has denied the request to use this time, all unused time shall be paid by the last payroll period of the year.

SECTION 3 – Authorized leave days and/or holidays constitute time worked in calculating overtime.

SECTION 4 – In the event an employee is called back to work after the completion of his or her assigned shift, payment shall be at time and one-half with a two hour minimum guarantee.

ARTICLE XII
HOLIDAYS

SECTION 1 – The District shall close the following paid holidays:

1. New Year's Day
2. Martin Luther King's Day (observed)
3. Presidents Day (observed)
4. Memorial Day (observed)
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day (observed)
9. Veterans' Day
10. Thanksgiving Day
11. Friday after Thanksgiving Day
12. Christmas Eve (close at 12:30 p.m.)
13. Christmas Day
14. New Year's Eve (close at 12:30 p.m.)

SECTION 2 – If the official holidays of Independence Day, Veterans' Day, Christmas Eve, Christmas, New Year's Eve and New Year's Day fall on a Saturday, the District will be closed and holiday exceptions hours will be granted to employees for use within one (1) year of the holiday.

If the official holidays of Independence Day, Juneteenth, Veterans' Day, Christmas, and New Year's Day fall on a Sunday, the District will be closed as an unpaid holiday and the paid holiday will be observed on the following Monday.

If the official holidays of Christmas Eve and New Year's Eve fall on a Sunday, the District will be closed and holiday exceptions hours will be granted to employees for use within one (1) year of the holiday.

SECTION 3 – Employees on vacation leave when any of the holiday occur may extend their vacation leave an equivalent number of days to compensate for the holiday, or reserve that equivalent vacation leave for use of those holidays occurring after the first day of employment.

SECTION 4 – Paid holiday leave shall be prorated in hours for other than full-time employees. During the initial year of employment, these employees shall be entitled to prorated holiday pay only for those holidays occurring after the first day of employment.

SECTION 5 – The Library shall be closed on Saturday and Sunday of Memorial Day and Labor Day weekend. Additionally, the Library District shall close at 5:00 p.m. on the Wednesday immediately prior to Thanksgiving Day as well as on the Fridays preceding Memorial Day and Labor Day weekends.

SECTION 6 – Employees shall be provided with two (2) floating holidays to be used during the calendar year. Floating holidays are subject to supervisor approval, and employees must submit a request to use a floating holiday at least two weeks' in advance, unless otherwise approved by their supervisor. Floating holidays must be used by December 1st each year, unless approved in advance by the Director. Unused floating holidays shall be forfeited if not used by the end of the calendar year.

ARTICLE XVIII VACATION

SECTION 1 – Support Staff (Clerical and Custodial) full-time employees shall earn fifteen (15) working days of vacation leave annually on a pro-rated basis of 1¼ days for each month served.

SECTION 2 – Support Staff (Clerical and Custodial) full-time employees shall earn twenty (20) working days of vacation annually after seven (7) years of service, on a pro-rated basis of 1¾ days for each month served.

SECTION 3 – Professional (Non-clerical and Non-custodial) full-time employees shall earn twenty (20) working days of vacation leave annually on a pro-rated basis of 1¾ days for each month served.

SECTION 4 – All full-time employees shall earn twenty-five (25) days of vacation annually after sixteen (16) years of service, on a pro-rated basis of 2 days for each month served, except for the month of hire, where 3 days will be earned.

SECTION 5 – Vacation leave shall be pro-rated for part-time librarian and support staff employees. Employees hired on or after ratification of this Agreement, must work a minimum of seventeen and a half hours per week in order to be eligible for vacation leave.

SECTION 6 – Vacation leave may be taken at any time during the year. No more than an employee's annual vacation allocation may be carried at any given time without permission from the Director. An employee who wishes it may take all or part of the vacation leave in days without special permission. A minimum of three hours of vacation leave must be taken at a time, unless otherwise approved by the Director. shall be taken in either half-day (½) or full-day (1) increments.

SECTION 7 – Requests for vacation leave shall be submitted to the department head no later than December 1 of each year for the 12-month period beginning January 1st of the following year. Decisions regarding scheduling conflicts shall be determined by protocols established in Article XXIV, Section (2) elsewhere in this contract. Changes to approved vacation schedule must be submitted not less than (2) weeks in advance and in accordance with established procedure. For one (1) day vacation leave request, only one week's advance notice is needed, unless waived by the Director. In these instances, the Director of the Library will determine resolution of any scheduling conflict.

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SECTION 8 — Salary in advance of vacation shall be paid only to employees who are eligible for and are taking at least two weeks vacation at one time. Requests for vacation pay in advance must be submitted in writing to the supervisor not less than four (4) weeks prior to the first day of vacation.

SECTION 9 — Employees will be paid their normal rate of pay for earned vacation time due to them upon termination of employment. The heirs or estate of a deceased employee shall be paid for the employee's accrued vacation time.

ARTICLE XIII PERSONAL LEAVE

SECTION 1 — All full-time employees, including provisional and probationary, will be allowed three (3) days of personal leave in one (1) calendar year, at such time as the employee requests subject to the approval of the Department Head. No personal days will be used adjacent to holidays.

No more than two (2) personal days will be used in the first six (6) months of employment.

SECTION 2 — Unused personal leave shall be converted to sick leave.

SECTION 3 — Personal leave time shall be pro-rated for part-time employees. Employees hired on or after ratification of this Agreement, must work a minimum of seventeen and a half hours per week in order to be eligible for personal leave.

SECTION 4 — Personal leave shall be taken in no less than one (1) hour increment initially and in fifteen (15) minute increments thereafter, per instance.

ARTICLE XIV SICK LEAVE – SICK BANK – NYS DISABILITY

SECTION 1 — Sick leave for full-time employees will be accrued at the rate of one working day per month plus one additional day per year to be accrued in December of each year commencing upon appointment in permanent, provisional, or probationary employment.

For employees hired prior to ratification of this Agreement:

- Staff working 4/5 time per week will receive ten and a half (10 ½) days of sick leave per year.
- Staff working 3/5 time per week will receive seven and three quarters (7 ¾) days of sick leave per year.
- Staff are working seventeen and a half (17 ½) hours per week will receive forty-five and a half (45 ½) hours of sick leave per year.
- Staff working fifteen (15) hours per week will receive thirty-nine (39) hours of sick leave per year.
- Staff working four (4) hours per week will receive ten and a half (10 ½) hours of sick leave per year.

Employees hired on or after ratification of this Agreement, must work a minimum of seventeen and a half hours per week in order to be eligible for sick leave. However, supervisors shall have discretion to work on flexible hours with the employee to meet both the library's and the employee's scheduling needs.

Sick Leave shall be pro-rated for part-time employees.

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Staff working 4/5 time per week will receive ten and a half (10 ½) days of sick leave per year.

Staff working 3/5 time per week will receive seven and three quarters (7¾) days of sick leave per year.

Staff working seventeen and a half (17 ½) hours per week will receive forty five and a half (45 ½) hours of sick leave per year.

Staff working fifteen (15) hours per week will receive thirty nine (39) hours of sick leave per year.

Staff working four (4) hours per week will receive ten and a half (10 ½) hours of sick leave per year.

Sick leave shall be taken in no less than one (1) hour increments.

SECTION 2 – An employee on sick leave shall continue to accrue both vacation leave and sick leave upon satisfactory evidence as to current illness or injury.

SECTION 3 – Time taken off by an employee as accredited sick leave shall be construed to also cover the illness of an immediate family and/or household member.

SECTION 4 – A doctor's certificate may be required for any illness lasting more than four (4) working days or if there is a pattern of abuse. (Ex: exhausting sick time as it is accrued; taking sick time before or after a holiday or weekend.)

SECTION 5 – Employees will receive written notification of accrued sick leave with each pay check.

SECTION 6 – Sick leave will be allowed to accumulate without limitation.

SECTION 7 – All employees represented by the union shall receive an amount equal to fifty percent (50%) of their accumulated sick leave at termination of employment. Employees shall not be entitled to the benefits of this section if they have not been regularly and continuously employed for a full year prior to termination of employment, or if such termination of employment is a result of charges placed against the employee. Any accumulated days of sick leave exceeding one hundred and eighty (180) days will not be included in any computation for payment upon termination of employment. This payment will be made to the heirs or estate of a deceased employee.

SECTION 8 – An employee who is absent due to illness must notify the library not later than one half (½) hour after the start of the library's working day. An employee who is unable to personally notify the library must designate some person who will give the notification in the employee's place. An employee who fails to give notice of an illness shall not be credited with sick leave until such time as the employee does report the illness and such reason is accepted by the library.

If no notification of reason for absence from work is received after the fifth (5th) working day, the employer will have the right to take disciplinary action.

SECTION 9 – The District shall provide NYS Disability Insurance for all employees at no cost to the employees.

SECTION 10 – The sick bank is established for use by participating employees who are members of the bargaining unit. Participation is voluntary. The purpose of the sick bank is for use of participating employees who have a serious illness or injury which requires them to be out of work, and have exhausted their own available sick time.

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- A. Eligibility. Employees must have a minimum of ten (10) sick day accruals to be eligible for participation in the sick bank. Participation is offered during the annual renewal period in December. Employees may enroll only after twelve (12) months of continuous service.
- B. Contributions to the sick bank. Contributions to the sick bank are made as follows:
1. Sick bank accumulates from year to year (year is defined as a calendar year)
 2. Employees may donate two (2) days of earned sick time to the sick bank so long as they meet the eligibility requirement. No further donations are required unless the sick bank falls below the reserve of twenty (20) days.
 3. Should the sick bank reach its reserve prior to the annual renewal period, the Sick Bank Committee will solicit all eligible bargaining unit members who participate for an additional two (2) days. Employees are not required to donate more than two (2) days annually to maintain their eligibility. Employees enrolling in the sick bank for the first time, however, would still be required to donate two (2) days to be eligible to participate and will still be required to meet the minimum eligibility requirement.
- C. Use of the Sick Bank. The Sick Bank Committee shall be composed of three (3) members: the Unit President or designee, another Unit member to be chosen by the Unit President, and the Library Director. Decisions require the unanimous consent of the Committee. Prior to using the sick bank, the employees must first use all sick and personal time. Employees wishing to use the sick bank must apply, in writing, for use of time to the Sick Bank Committee. The Committee shall have the authority to approve up to a maximum of twenty (20) working days leave per application. Should an employee require more than the twenty (20) day maximum, the employee must submit, in writing, an additional request for more time. However,
1. If an employee submits a request for additional sick bank time, he or she must first use any vacation time they have accrued prior to the request.
 2. An employee may request only one (1) extension of sick bank time of 20 days or less for any specific illness, and
 3. An employee may only use the sick bank once, with a possible extension, annually (annually shall be defined as the twelve (12) month period from the initial first day of use of the sick bank award).

The Committee shall have full authority to approve or disapprove a request for sick bank leave. The Committee will have the authority to require medical documentation for any sick leave requests. The decision of the Committee shall be final and the sick leave bank provision of the contract shall not be subject to the grievance procedure.

SECTION 11 – Chronic Sick Leave. In the event an employee is repeatedly on sick leave for one or two days which does not require a doctor's certificate, the Director of the District, or designee, may require the employee to have a physical examination to determine physical fitness to perform the assigned duties. The District shall pay for the examination. If, after the examination, it is determined that the employee has no physical reason for repeated absence, the employee may be advised in writing that continuance of the practice will make the employee liable for discharge.

ARTICLE XV
BEREAVEMENT-FUNERAL LEAVE

SECTION 1 – Bereavement Funeral leave with pay, not to exceed five (5) days, per death funeral, shall be allowed in the event of death of a member of a full-time employee's immediate family or household. Bereavement Funeral leave shall be pro-rated for part-time employees. For the purpose of this section members of an immediate family shall be limited to spouse, parents, children, grandchildren, grandparents, brothers, sisters, mother/father –in-law.

ARTICLE XVI
JURY DUTY

SECTION 1 – All employees (both full-time and part-time) serving on jury duty will receive normal rate of pay while on jury duty. Employees selected for jury duty must notify their supervisor of said selection so that arrangements can be made to continue the normal routine of their department. However, the District reserves the right to question whether the employee's absence on jury duty might impair the services of the department.

ARTICLE XVII
LEAVE OF ABSENCE – FAMILY LEAVE

SECTION 1 – Leave of absence shall mean permissive absence without pay which may be granted employees for such reason as extended illness after sick leave has been used up, maternity/ paternity/adoption leave, full-time study, etc.

SECTION 2 – Maternity/paternity/adoption leave may be granted for six (6) months including time to and after the birth or adoption of the child.

SECTION 3 – Requests for leave of absence without pay must be in writing to the Director of the District who will refer the matter to the Board of Trustees for decision. Requests for leave of absence without pay must be made in sufficient time to recruit temporary help to fill the position.

SECTION 4 – The following provisions of family leave are available to members of the bargaining unit:

- A. An employee is eligible for leave after twelve (12) months of uninterrupted employment.
- B. Upon the recommendation of the Executive Director and at the discretion of the Board of Trustees, an eligible employee may be granted twelve (12) weeks per year of unpaid leave because of the documented need to care for a spouse, son daughter or parent who has a serious health condition or a serious health condition of the employee.

For part-time employees, the leave is calculated on a pro-rated or proportional basis.

Eligibility covers employees with chronic conditions and those who are undergoing treatment for substance abuse (as defined by the American with Disability Act).

- C. Intermittent leave may be granted if medically necessary for leave due to a serious health condition. However, such leave may not accumulate to more than twelve (12) weeks per year for full-time employees or a pro-rated proportion for part time employees.

If an employee requests intermittent leave that is foreseeable based on planned medical treatment, the District may require that the employee transfer temporarily to an available alternate position offered by

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the District as long as it has equal pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

- D. The employee may elect, or the District may require, that the employee substitute any accrued paid leave to care for a seriously ill family member.

For leave due to a serious health condition of the employee, the employee may elect, or the District may require, that the employee substitute any accrued paid leave.

- E. If leave is foreseeable based on planned medical treatment, the employee must take a reasonable effort to schedule treatment so as not to unduly disrupt the operations of the District.
- F. On return from leave, the employee is entitled to be restored to the position held when leave commenced or to an equivalent position with equal pay, benefits, and other terms and conditions of employment.

The employee does not lose any employment benefit accrued prior to the date on which the leave commenced. But the employee is not entitled to accrue any seniority or employment benefits during the period of leave or any right, benefit, or position other than what they would have been entitled had leave not been taken.

- G. The District will pay the premiums under any group health plan for the employee at the same level and conditions of coverage that would have been provided had the employee continued employment for the duration of the leave.
- H. Employee may file a grievance and/or bring civil action against the District should it violate this Section.

ARTICLE XIX
MILITARY LEAVE

SECTION 1 – Military leave will be granted with pay to employees where applicable and in accordance with Federal and State authorization. Such time is not to exceed thirty (30) days in one (1) calendar year. Pay will not be granted unless military orders are presented to the Library Director well in advance of start of leave. Pay will not be made in advance in this instance.

ARTICLE XX
RETIREMENT

SECTION 1 – All employees of the District represented by the Union who are members of the New York State Retirement System shall be entitled to benefits under Section 75-g of the New York State Retirement Law.

SECTION 2 – The District shall provide Option 41j under the New York State Retirement System regarding unused accumulated sick days.

SECTION 3 – The District shall offer employees payroll deductions for the New York State Deferred Compensation Plan (NYSDCP).

ARTICLE XXI
HEALTH INSURANCE

SECTION 1 – Full-time employees of the District shall be entitled to health insurance coverage with the New York Empire Plan of Hospitalization and Major Medical Benefits. **In addition, full-time employees of the District shall be entitled to elect for optional HMO coverage, as provided by the District.**

All full-time employees hired prior to ratification of this Agreement, who participate in the health insurance program shall pay twelve (12%) percent of their premium for either individual or family coverage.

All full-time employees hired on or after ratification of this Agreement, who participate in the health insurance program shall pay fifteen (15%) percent of their premium for either individual or family coverage.

~~**SECTION 2** – Full-time employees of the District represented by the Union shall be entitled to elect for optional HMO coverage, as provided by the District.~~

~~All full-time employees participating in the HMO health insurance program shall pay ten (10%) percent of their premium for either individual or family coverage. Effective January 1, 2013, all full-time employees participating in the health insurance program shall pay eleven (11%) percent of their premium for either individual or family coverage. Effective January 1, 2014, all full-time employees participating in the health insurance program shall pay twelve (12%) percent of their premium for either individual or family coverage.~~

SECTION 2 – A full-time employee of the District represented by the Union shall, at the employee's election, receive an annual cash payment in the event such employee elects to refrain from enrollment in the hospitalization and medical insurance program otherwise offered by the District. Subject to the enrollment rules of the hospitalization and medical plans, any employee electing to refrain from coverage may re-enroll at the earliest opportunity permitted by any such plan. In the event an employee elects to refrain from coverage during the year, or elects to rejoin during the year, the cash payment shall be prorated so as to reflect the portion of the year during which the employee was in the employ of the District and refrained from enrollment within the hospital or medical plans. The form to be utilized by the District shall contain a provision suggesting that the employee consult with the CSEA Unit President or designee prior to executing the form. The District shall advise the CSEA Unit President or designee in writing when an employee makes application.

~~Effective 1/1/18, the cash payments shall increase to \$2,500 for an employee with a family plan and \$1,250 for an employee with an individual plan. Effective 1/1/19, the cash payments shall increase to \$2,600 for an employee with a family plan and \$1,300 for an employee with an individual plan. Effective 1/1/20, The cash payments shall increase to \$2,700 for an employee with a family plan and \$1,350 for an employee with an individual plan. This cash payment shall be paid on a quarterly basis, at the end of the quarter. **An Employee whose spouse or parent is also employed by the District, and who is covered under their spouse/parent's family health insurance plan with the District, shall not be eligible for the health insurance buyout.**~~

SECTION 3 - The District will maintain a Flex 125 program.

SECTION 4 - A part-time employee may join the HMO health plans offered by the District, if the employee pays the entire cost of the premium and if the plan allows part-time participation.

SECTION 5 – Full-time employees of the District represented by the union shall be entitled to the New York Empire Plan of Hospitalization and Major Medical Benefits in retirement so long as they have had ten (10) years of continuous District service up to retirement. All retirees participating in the health insurance program shall pay

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fifty (50%) percent of their premium for retired employee coverage and sixty-five (65%) percent of family coverage.

ARTICLE XXII **LIFE INSURANCE**

SECTION 1 – A full-time employee of the District ~~represented by the union~~ shall be provided with a ten thousand (\$10,000) dollar group term life insurance policy for which all premiums are to be paid by the District during their period of employment, which benefit shall survive this Agreement.

SECTION 2 – Upon retirement as described under the New York State Retirement and Social Security Law, and for the life of the member, the District will pay the full amount of the premium for each employee for a group term life insurance policy in the amount of five thousand (\$5,000) dollars.

SECTION 3 – The above benefits shall not apply to an employee who terminates their employment under charges.

ARTICLE XXIII **EDUCATION ASSISTANCE**

SECTION 1 – The District will provide funds in the form of educational assistance for those employees seeking to further their formal education in the area of their job assignments by providing a reimbursement of up to seventy five (75%) percent of tuition cost upon satisfactory completion of the course.

SECTION 2 – Written prior approval must be granted by the Library Director before an employee is entitled to such benefits.

SECTION 3 – As available the District will provide funds and leave time for the purpose of continued professional development, for all employees. Such activity will be at the discretion of the Director, granted on a case-by-case request, and subject to the availability of funds.

ARTICLE XXIV **SENIORITY**

SECTION 1 – Seniority shall be observed as provided by the Civil Service Law with the continuation of the work of the department taking first priority. All seniority shall be as the date of first permanent appointment. No seniority shall be allowed for the time spent as a temporary employee or a provisional employee, except as noted elsewhere in this Article. All employees shall be included under this Article.

SECTION 2 – Any employee having a permanent appointment in the non-competitive class shall upon entering the competitive class begin seniority in the classification as of the date of appointment to the competitive class.

SECTION 3 – Seniority from date of employment in the District shall be taken into consideration in the scheduling of vacations and in the allocation of overtime.

SECTION 4 – Part-time employees shall have their own seniority list. This list shall be taken into consideration, if they qualify, in applying for any full-time or part-time position before the District hires from outside the system. The part-time seniority list is subordinate to the full-time seniority list.

ARTICLE XXV
GRIEVANCE AND DISCIPLINARY PROCEDURE

SECTION 1 – A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the terms and conditions of this Agreement.

Both parties to this Agreement recognize the mutual benefit of resolving grievances at the earliest possible stage. In an effort to promote the amicable resolution of grievances both parties further agree that each will make every attempt to resolve issues informally. The formal grievance procedure shall be as follows:

Step 1 – Alleged grievances must be submitted in writing to the appropriate department head within fifteen (15) working days after the occurrence complained of or when the employee or Union should have known. The department head shall have five (5) working days after receipt of the grievance within which to return a written reply. The grievance shall be in a form as approved by the parties and shall contain the date the problem arose, a complete statement of the problem, and the relief requested.

Step 2 – In the event no answer is received within ten (10) working days or the answer received is unsatisfactory at Step 1, the grievant shall have ten (10) working days within which to submit the grievance in writing to the Library Director. The Library Director shall have ten (10) working days after receipt within which to return a written reply.

Step 3 – In the event no answer is received or the answer received is unsatisfactory at Step 2, the grievant shall then have ten (10) working days within which to submit the grievance in writing to the Board of Trustees of the District. The Board of Trustees shall then have ten (10) working days after receipt within to return a written reply.

Step 4 – In the event no answer is received within ten (10) working days or the answer received is unsatisfactory at step 3, the grievant shall then have ten (10) working days within which to submit the grievance to binding arbitration. The parties agree that either the Public Employment Relations Board or the American Arbitration Association shall be the administrative agency responsible for assisting the parties in the arbitration process.

The parties agree that the decision of the arbitrator shall be final and binding on each and in no event will either party have recourse to any other means of review. All just costs incurred relating to the appointment and services of the arbitration shall be borne equally by the parties.

NOTE: Timely compliance with Steps 1, 2, and 3 of the grievance procedure is a condition of arbitration and the failure by the party to timely comply shall be grounds for the stay of arbitration.

SECTION 2 – Any District employee covered by the contract shall be notified of the intention of the District to undertake disciplinary action (including discharge) against them personally or by registered mail to their official address as maintained by the Administrative office. The CSEA Unit President or designee shall receive a copy of the Notice of Charges. Employees shall have ten (10) working days to respond to said charges by:

- A. Executing a statement of election to proceed pursuant to Section 75 of the Civil Service Law and then submitting an answer to said charges pursuant to that Section; or
- B. Executing a statement of election to proceed through the grievance procedure; or
- C. Executing a waiver and accepting the indicated disciplinary action.

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

A failure to respond within the time period set forth shall constitute an election of alternative "(C)" above and a waiver of all rights to defend the disciplinary action.

ARTICLE XXVI
LABOR/MANAGEMENT COMMITTEE

SECTION 1 – The District and the CSEA Unit shall establish a Labor/Management Committee consisting of three (3) members from each party to maintain a harmonious and cooperative relationship and to increase the efficiency, welfare, and productivity of the Library System. Periodic meetings of the Committee shall be established within which each party may discuss complaints, safety issues, or policies of the Library District. The committee shall meet preferably every other month, at a time and date mutually determined by the members of the Committee. Both parties agree to submit a written agenda one week in advance of the scheduled meeting. Any meeting may be mutually canceled or postponed by written notice.

ARTICLE XXVII
SAVING CLAUSE

SECTION 1 – If any article or part thereof of this Agreement or any addition thereto should be decided to be in violation of any Federal, State, or Local Law, or adherence to or enforcement of any article or part thereof should be restrained by a Court of Law, the remaining articles of the Agreement or any addition thereto shall not be affected.

ARTICLE XXVIII
PRINTING OF AGREEMENT

SECTION 1 – Each employee represented by the Union shall be provided with a copy of this entire contract, with cost for said printing to be shared equally by the District and the Union.

ARTICLE XXIX
DURATION

SECTION 1 – The effective dates of this contract will be from January 1, 2018 through December 31, 2020.

ARTICLE XXX
LEGISLATIVE CLAUSE

SECTION 1 – It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit the implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

ARTICLE XXXI
MAINTENANCE OF STANDARDS

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

SECTION 1- Terms and conditions of employment in effect prior to the establishment of the Poughkeepsie Public Library District and not changed, modified, or altered by this Agreement shall remain in effect.

Effective as herein specifically set forth in this Agreement between the parties, each and every term, clause, and provision thereof shall remain in full force and effect.

All terms and conditions of this contract shall remain in full force and effect until a new contract is signed.

ARTICLE XXXII
RESIGNATION CLAUSE

SECTION 1- All District employees must submit a written resignation two (2) weeks prior to their final day of work, excluding use of accumulated leave time.

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APPENDIX A**Update Minimum Salaries/Steps****INSERT 5 Step Salary Schedule for Employees without longevity added to base salary**

SALARY TABLE FOR FULL-TIME EMPLOYEES				
Civil Service Title	2018	2019	2020	Step
Page	\$32,845	\$33,666	\$34,592	\$868
Custodian	\$39,584	\$40,574	\$41,690	\$1,047
Security Guard	\$39,584	\$40,574	\$41,690	\$1,047
Head Custodian	\$48,709	\$49,927	\$51,300	\$1,350
Receptionist	\$34,140	\$34,994	\$35,956	\$903
Senior Typist	\$37,218	\$38,148	\$39,197	\$984
Library Clerk	\$34,140	\$34,994	\$35,956	\$903
Library Clerk (Spanish Speaking)	\$37,218	\$38,148	\$39,197	\$984
Senior Library Clerk	\$37,218	\$38,148	\$39,197	\$984
Senior Library Clerk (Spanish Speaking)	\$40,567	\$41,582	\$42,725	\$984
Principal Library Clerk	\$43,180	\$44,259	\$45,476	\$1,142
Supervising Library Clerk	\$49,002	\$50,227	\$51,608	\$1,296
Public Information Officer	\$34,631	\$35,497	\$36,473	\$916
Account Clerk	\$39,217	\$40,197	\$41,303	\$1,037
Senior Account Clerk	\$42,753	\$43,822	\$45,027	\$1,185
Principal Account Clerk	\$52,182	\$53,487	\$54,958	\$1,380
Technology Instructor	\$41,311	\$42,344	\$43,508	\$1,145
Library Assistant	\$44,223	\$45,329	\$46,575	\$1,169
Library Assistant (Spanish Speaking)	\$48,203	\$49,408	\$50,767	\$1,169
Network Analyst	\$62,592	\$64,157	\$65,921	\$1,655
Micro Sup Specialist	\$51,979	\$53,279	\$54,744	\$1,374
Librarian Trainee	\$48,648	\$49,864	\$51,235	\$1,286
Development Officer	\$65,733	\$67,376	\$69,229	\$1,738
Librarian I	\$53,166	\$54,496	\$55,994	\$1,406
Librarian II	\$56,203	\$57,608	\$59,192	\$1,486
Librarian III	\$59,875	\$61,372	\$63,060	\$1,583
Building Administrator	\$57,907	\$59,355	\$60,987	\$1,531

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

SALARY TABLE FOR ALL PART-TIME EMPLOYEES (HOURLY RATE)			
Civil Service Title	2018	2019	2020
Page	\$11.49	\$11.77	\$12.10
Custodian	\$14.56	\$14.92	\$15.33
Security Guard	\$17.66	\$18.10	\$18.60
Senior Typist	\$16.75	\$17.17	\$17.64
Library Clerk	\$14.44	\$14.80	\$15.21
Senior Library Clerk	\$16.75	\$17.17	\$17.64
Public Information Officer	\$19.03	\$19.51	\$20.05
Account Clerk	\$17.24	\$17.67	\$18.15
Senior Account Clerk	\$19.98	\$20.48	\$21.04
Technology Instructor	\$22.70	\$23.26	\$23.90
Micro Sup Specialist	\$28.55	\$29.26	\$30.07
Library Assistant	\$19.78	\$20.27	\$20.83
Librarian Trainee	\$23.48	\$24.07	\$24.73
Librarian I	\$29.58	\$30.32	\$31.15
Librarian II	\$32.91	\$33.73	\$34.66

APPENDIX B

Leave allowances for staff hired prior to ratification who are working less than the standard work week. Refer to Article X for definition of standard workday and standard workweek.

- A. 4/5 time is defined as twenty-eight (28) hours per week for Librarian and clerical staff and thirty-two (32) hours per week for Custodial Staff.
- B. 3/5 time is defined as twenty-one (21) hours per week for Librarian and clerical staff and twenty-four (24) hours per week for Custodial Staff.
- C. Staff working 4/5 and 3/5 time are defined as full-time employees for all purposes except the accrual of leave time.
- D. For convenience, the leave time per year of staff working seventeen and a half (17 ½) hours or less per week has been calculated in hours.
- E. Also for convenience, only the leave time for positions established when this contract was ratified has been calculated. If the regularly scheduled hours of a position are permanently changed, or a new position with different hours is established, the leave allowances for that position shall be determined by calculating the percentage relationship that the hours of the new or changed position have to the hours of a full-time position in the same classification, and applying that percentage to the full-time allowance in each category of leave time.

Agreement by and Between the Poughkeepsie Public Library District and CSEA Local 1000 AFSCME, AFL-CIO Local 814, Unit 6675

The parties sign and seal the document above.

THE POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

CIVILSERVICE EMPLOYEES ASSOCIATION, INC.

PRESIDENT, BOARD OF TRUSTEES

UNIT PRESIDENT

LABOR RELATIONS SPECIALIST

DATE: _____

New Business Fact Sheet

Approval of Revised Policy: Library Card Terms and Conditions (#1109)

Recommended By Board Development and Policy Committee Chair

Current Situation In order to consolidate and clarify the terms and conditions under which library cards are issued, Administration proposes the attached revised policy.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Library District Policy #1109 – Library Card Terms and Conditions, as described in PPLD Document #012721 – 5A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Library Card Terms and Conditions**General Policy Statements**

The Library District issues library cards under the following guidelines:

- A. Residents within the Mid-Hudson Library System service area
 - a. Any individual who lives, owns property or attends school in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls) is eligible to receive a Poughkeepsie Public Library District card free of charge. This card will provide access to all of the collections, programs, and services provided by the Library District including all online services such as databases, ebooks, and premium digital and streaming services.
 - b. Any individual who resides in the MHLS service area and does not already have a valid card; however, this card will not provide access to any premium digital or streaming services.
- B. The Library District will issue cards to individuals from outside the Mid-Hudson Library System service area that do not qualify for a card as described above. These cards will not provide access to any online services such as databases, ebooks, and premium digital and streaming services. These cards may be used at any Library District location but other Mid-Hudson Library System member libraries may not honor these cards.
- C. These terms and conditions of library card use apply to all Library District patrons. The Library District reserves the right to modify privileges from time to time for all borrowers.

Patrons are expected to carry and present their card when using Library District services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the Library District. Use of a Library District card is non-transferrable. The Library District will merge or delete the records of any user found to have multiple active cards.

The above status entitles a patron to one library card for use in any Library District location or at any member library of the Mid-Hudson Library System (MHLS). However, certain exceptions or local regulations may apply.

All materials borrowed must be returned on or before the close of business on the due date. The Library District offers universal returns – most circulating material can be returned to any MHLS library. Likewise, pickup of holds and payment of fines and fees may take place at any MHLS member library.

As of September 1, 2022, the Library District suspended the practice of charging overdue fines or a fine for an uncollected hold. However, replacement costs will be assessed on unreturned items. Fines start to accumulate for items returned after the close of business on their due date. Fines and Bills for \$25 or more and unpaid for over 420 60 days are referred to a collection agency.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

Eligibility Requirements

When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives or pays taxes in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls). Patrons from other libraries will still need to provide acceptable proof of ID and address.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

These are all forms of acceptable proof of ID and address:

- Valid government-issued photo identification along with two pieces of mail (both bearing the same address). Examples of acceptable ID include the following (all of which should be current):
 - current driver license
 - college or university photo ID card (the patron record will use both the local address as well as the home address along with the student ID number; the card will be set to expire at the end of the semester)
 - employee photo ID card
 - Armed Services photo ID card
 - Alien Registration photo ID card
 - passport
 - Medicare/Medicaid card
 - professional, vocational or union photo ID
 - rent bill or lease agreement
 - tax bill or receipt
 - statement from a homeless shelter
 - bank statement/checkbook
 - cable, phone or utility bill
 - any piece of first-class mail delivered by the US Post Office

Minors under the age of 18 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on their behalf.

Concerning ID, please note the following:

- Post office boxes are accepted as mailing addresses. Proof of residence is still required.
- Any tax bills, rent receipts or statements from a homeless shelter used for verification of identity must be dated no more than 3 months prior to the application date.
- Any of the above must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
- The name and address provided to verify identification must match the information entered on the application.
- The same identification must also be presented when a change to the borrower's address is made and when replacing a lost card. Cardholders are required to report change of name or address information promptly.

Special Notes

- **Minors (Patrons under 18)**
 - Minors must be present to receive their library cards.
 - A parent/guardian may verify his/her child's age or grade level in the absence of identification.
 - Minors have access to the same library materials as adult borrowers.
 - A minor's application form must be signed by a parent or guardian. When completed, valid identification/address verification must be presented by the parent or guardian on behalf of the child.
 - Parents/guardians are responsible for the lost or damaged materials borrowed by their children.
 - Parents/guardians of minors in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

- Parents/guardians of minors not yet in the seventh grade may be given information about items checked-out, overdue, and fines/fees owed unless prevented by a court-issued custodial agreement.
- **Teen Card (Patrons 12 - 18)**
 - Teens who attend school in any public or private school in the City or Town of Poughkeepsie are eligible for a Library District Teen Card. However, this Teen Card has limitations and teens are encouraged to apply for a full access card (see above).
 - A Library District Teen Card may only be used at Adriance Memorial Library, ~~or at~~ the Boardman Road Branch Library, or the **Sadie Peterson Delaney African Roots Branch Library**.
 - Teens must be present to receive their library cards upon registration.
 - Verification of school enrollment is required. Current school IDs are the preferred form of verification.
 - Library District Teen Cards have access to the same library materials as adult borrowers.
 - The library card application form and the Teen Room Use form must be signed by a parent or guardian.
 - Card holders may have only two items checked out at any given time.
 - Parents/guardians of teens in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
- **Limited Use Cards**
 - **Limited use cards are offered to minors who have yet to obtain parental permission for a full access card. These cards provide access to on-site computer use, to digital and streaming content, and up to three items checked out at any given time from Library District teen and juvenile collections.**
- **Organizational Borrowers**
 - A representative from the organization requesting a card must make an appointment with the ~~Assistant Director for Support Services~~ **Head of Borrower & Technical Services** prior to any registration activity.
 - Cards of this type are available only to organizations located in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls).
 - In order to receive an organizational borrower's card, a brief letter of request on organizational letterhead must be submitted along with the completed application form. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
 - Only one card will be issued to any organization.
 - If the organization has a change of address or phone number, or the card is lost, the ~~library~~ **Library District** must be notified immediately.
 - Organizational cards are valid for one year, after which a re-application process must be instituted.
 - All regulations of the Poughkeepsie Public Library District apply to the organizational borrower's card.
- **Non-Resident College Students**

- College students who are not local residents but reside at a local college are eligible for a Library District library card. The card is valid for one academic year and is renewable. Proof of attendance is required.
- Digital Access Cards for Education
 - Public and private schools within the Library District are eligible for a card to access digital content available through the Library District for use in classroom activities. This card is limited to access to digital content and not eligible for borrowing physical materials.
- Homebound/Extension Services
 - The Extension Services program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications are available in the main or branch libraries, by calling (845) 485-3445 x 3401, or on the web at <http://wp.me/P4bmci-zh>.
- **Patrons with Transient Addresses**
 - Library cards issued to patrons with an address of a shelter are valid for three (3) months with a check-out limit of three (3) items at any given time.

Renewing or Validating Your Library Card

- All adult, teen and child library cards expire and must be renewed every two (2) years. Organization cards expire after one year.
- Cardholder expiration dates are visible in the *My Account* section of <https://midhudsonlibraries.org/>.
- Expired cards must be renewed before they can be used to borrow materials, search the Library District's online databases, or access Library District computers. **The Library District uses third-party software to automatically renew library cards.**
- At the date of the card's expiration, there is no need to apply for a *new* card.
- The above-mentioned forms of identification **must may be presented required** to renew or validate your library card. Additional required information may be requested by the Library District.
- Cards issued to patrons from outside of the MHLS service may expire at shorter intervals, require similar identification, and must be renewed in person.
- Library cards cannot be renewed and contact/personal information cannot be updated by phone. Cardholders may renew library cards at any MHLS member library with proper ID.

Linking Your Record

Applicants for a library card are given the option to "link" their record to another patron. This service allows increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked record and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor not yet in seventh grade), request or borrow items on a card belonging to a patron to whom they are linked, including the card of a minor.

In order to link records, all patrons must be present with their cards.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #1109**

- In situations where one patron (e.g. a spouse) would like to be authorized to collect requested items held by another, both patrons must first confirm this in person with a Library District staff member. This applies only to active hold requests, not additional checkouts on the card.
- In situations where a parent/guardian would like to link the record(s) of minor(s) in their charge, the minor(s) must be present with their card(s).

Lost and Replacement Library Cards

Upon receipt of a library card, patrons accept responsibility for all items on the card, all use made of the card, and all charges made against it until the card is reported lost. The Library must have a record of the card having been reported lost, or it is not considered lost. Therefore it is to the patron's benefit to report the loss or theft of a library card immediately.

The cost of replacing the first lost or stolen library card is \$1.00. Subsequent replacement cards are \$5.00 each. This fee is assessed at the time the replacement card is issued.

Report lost cards by phone or in person at either Library District location.

Library Notices

The Library District provides a notification service for held items, overdue materials and other service-specific reasons. Notices are available via telephone or e-mail as determined by the patron at time of card application. If applicable, notices and bills for overdue material will be sent to the mailing address on record at the Library. It is the responsibility of the borrower to notify the Library District if any of the contact information changes.

Note: In the case of borrowers who receive their notices by e-mail, it is their responsibility to make sure that e-mails sent from addresses with **noreplypld@midhudson.org** in the sender information be allowed through any filters they may have in place on their Inbox.

Library notices are sent as a courtesy. Failure to receive a notice does not absolve the borrower from any fines or fees attached to their patron record.

New Business Fact Sheet
Authorization to Write Off Bad Debt

Recommended By Finance Committee

Background Information As part of the process in clearing bad debt, the Finance Committee reviewed and recommends that the debt represented by Overdue and Overdue Renewal Fines from 2015 through 2022 (to date), be cleared as the Library District no longer collects fines related to those two categories of debt.

Actions Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Finance Committee recommendation to write off bad debt attributed to overdue and overdue renewals accumulated through January 1, 2015 through September 30, 2022 totaling \$18,693.00 as reflected in PPLD Document #102622 - 7A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

